BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND

AMC INSTRUCTION 10-202, VOLUME 2
15 SEPTEMBER 1995

Operations

AMC COMMAND AND CONTROL (C2) RESPONSIBILITIES AND PROCEDURES

This instruction implements AFPD 10-2, *Readiness*. It prescribes operational policies, facilities, and manpower requirements necessary for the Commander, Air Mobility Command (AMC/CC) to provide command and control of all AMC forces from fixed C2 facilities. It is directive upon all AMC units including the HQ AMC Tanker Airlift Control Center (TACC). This instruction applies to AMC–gained Air National Guard (ANG) and United States Air Force Reserve (USAFR) units; exemptions are in Chapter 13 of this volume. This instruction requires the maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by; System of records notice FO11 AF F (Locator, Registration and Postal Directory Files) applies. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This instruction has been reorganized to more closely parallel the organization of AFI 10-207, *Command Posts*. Additions include a new chapter to address Maintenance Aircraft Coordination Center responsibilities and procedures, a new chapter to address operation of the C2 Contingency Flight, a new self-inspection checklist, and a new table addressing communications requirements. In addition, a requirement for a quarterly Communications Equipment Report, RCS: AMC-XOO(Q)9509, was added, and numerous other minor changes have been made.

Supersedes AMCR 55-3, Volume 2, 15 May 1993
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Editor: Mary S. Burns
Pages: 88/Distribution: F

Chapter 1

ORGANIZATION AND RESPONSIBILITIES

1.1. Purpose. The purpose of this chapter is to outline the organization of the AMC Command and Control (C2) System and define responsibilities within that organization. The focus will be on fixed C2 assets within the AMC C2 System, but will touch lightly on mobile C2 elements also. For additional information on mobile C2 operations, please see Volume 3 of this instruction.

1.2. General. The Commander, Air Mobility Command (AMC/CC), exercises command and control of AMC forces through a global structure of fixed and mobile facilities, known as the AMC C2 System. This structure provides the coordination link necessary to satisfy the commander's command responsibility, as a Transportation Operating Agency (TOA), to control and support AMC forces worldwide. These facilities, both fixed and mobile, are of diverse size and capability and are tailored to the scope of the airlift/aerial refueling effort and the echelon of AMC command and control which they support.

1.3. C2 Objectives: To provide positive and effective command and control of AMC assets in support of AMCs Global Reach Mission.

1.4. AMC C2 System. AMC's global command and control structure consists of both fixed and mobile facilities/functions.

1.4.1. Fixed C2. Permanent facilities, spanning the globe that comprise the backbone of AMC C2. These facilities provide guidance and support for peacetime, exercise, contingency, and wartime operations.

1.4.1.1. Tanker Airlift Control Center (TACC). The TACC serves as the tasking and execution agency for all activities involving assigned AMC forces, determines operational and mission requirements, then tasks assigned AMC subordinate units. It is the single link between the customer and the operational unit providing the service. The TACC is the highest level in the AMC C2 system and the primary interface with the USTRANSCOM Crisis Action System. It is organized into geographic cells consisting of the Americas, East, and West as shown in Figure 1.1. Each cell is capable of supporting all aircraft in its assigned area of responsibility. The TACC also has an emergency actions cell which receives, processes, and implements appropriate JCS, USSTRATCOM, USTRANSCOM, Air Force, and AMC coded and clear text emergency action directives. From a central point, the TACC tasks, executes, and controls all AMC forces worldwide through a network of computer and communications systems.

1.4.1.2. Unit Command Post (CP). A unit CP functions as an extension of the TACC and is the centralized command and control agency for its parent organization. It is the agency through which commanders manage and direct ground support activities and control aircraft and aircrews operating AMC missions at its station. It implements the unit's Emergency Actions Procedures (EAP) and acts as focal point for all operational reporting. Command and control responsibility for an airlift/refueling mission passes from the CP to the AMC TACC when a mission initially launches.

1.4.1.3. Air Mobility Control Center (AMCC). AMCCs are normally the OCONUS agencies (exception: Pope AFB AMCC) through which AMC manages and directs ground support activities and controls all aircraft and aircrews operating AMC strategic missions through overseas locations. They provide global C2 support for AMC. These control centers operationally report directly to the TACC at Scott. Assigned personnel perform duties associated with the global strategic flow and report mission movement for theater forces operating AMC missions. AMCCs provide coordination for ground support activities to include maintenance, aerial port services, and operations for AMC missions transiting their station. C2 responsibility for an airlift/refueling mission passes from the AMCC to the AMC TACC when a mission

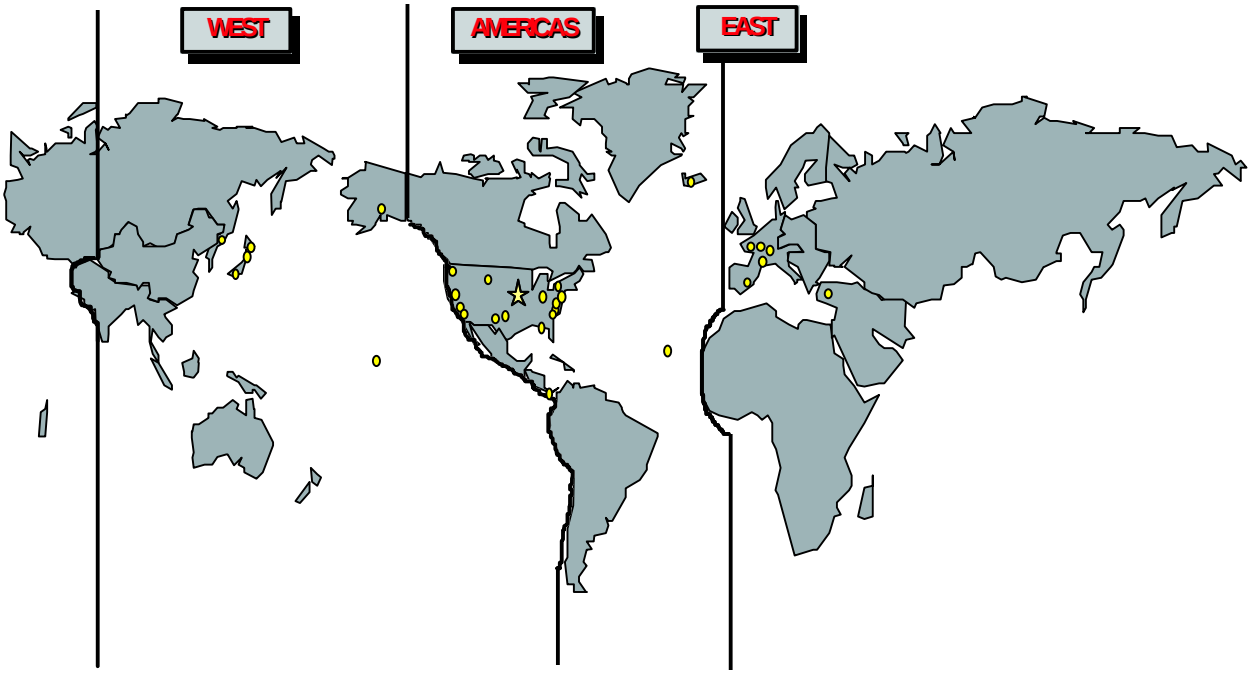

Figure 1.1. TACC Cell Geographic Areas of Responsibility

initially launches. A secondary function of the AMCC is to act as a communications relay point between the TACC and AMC aircrews. The TACC will exhaust all other means of communication with an aircrew prior to contacting an AMCC. This does not require the AMCC to actively mission monitor all AMC missions in their region.

1.4.2. Air Mobility Element (AME). An AMC-provided strategic air mobility C2 element responsible to the AMC TACC. Provides the forward-present element necessary to extend the AMC TACC as necessary to monitor and coordinate USTRANSCOM-assigned strategic air mobility operations supporting a theater or AOR. As focal point for strategic airlift, the AME works closely with the airlift coordination cell (ALCC) to interface strategic airlift with theater airlift. Also, the AME monitors and coordinates, for the AMC TACC, the AMC forward-deployed forces (Tanker Task Force (TTF), Tanker Airlift Control Element (TALCE), Mission Support Team (MST), etc.) that support a theater commander but remain under AMC control. When possible, the AME typically collocates with the Air Operations Center (AOC) (if formed) and provides strategic airlift and air refueling expertise and advice to the Director of Mobility Forces (DIRMOBFOR). AME remains under the operational control (OPCON) of the AMC/CC through the TACC/CC.

1.4.3. Tanker Airlift Control Element (TALCE). A provisional, deployed AMC organization established at fixed, en route, and deployed locations where AMC operational support is non-existent or insufficient. AMCI 10-202, Volume 4, describes TALCE operations. A TALCE provides continuing on-site management of AMC airfield operations including C2, communications, aerial port, maintenance, security, services, weather, finance, contracting and intelligence--the critical elements needed to ensure a safe and highly efficient airbase for all tanker and airlift operations. The TALCE is composed of mission support elements from various units and deploys in support of Special Assignment Airlift Mission (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), tanker support, and contingency and emergency relief missions on both a planned and "no-notice" basis. A TALCE:

1.4.3.1. Is commanded by a rated officer, or a 13B3X non-rated operations officer, certified as a TALCE Commander.

1.4.3.2. Has a TALCE Operations Center that serves as the focal point for deployed command, control and communications.

1.4.3.3. May include additional mission support elements (MSE), as required. These MSEs are organizationally subordinate to and under the direct command of the TALCE commander.

1.4.3.4. Is capable of conducting operations from either established facilities, including foreign and domestic airports or from remote and austere locations.

1.4.3.5. Provides minimum essential en route support for onload and offload operations and, where required, safety of flight maintenance and aircraft servicing.

1.4.4. Commander, Task Force-Tanker (CTF-294). The Commander, 15 AF (15 AF/CC) is dual-hatted as the Commander, Task Force-Tanker (CTF-294) for tanker SIOP generation.

1.5. Responsibilities:

1.5.1. The Director of Operations (HQ AMC/DO) will provide policy guidance and C2 mission objectives to subordinate units.

1.5.2. Commanders will:

1.5.2.1. Ensure CP/AMCCs are organized, manned, trained, equipped, and operated IAW this regulation. The commander must ensure all enlisted controllers are placed on Basic Allowance for Subsistence (BAS), particularly those shift workers residing in the barracks since, IAW AFI 10-207, *Command Posts*, controllers must remain within the immediate vicinity of the command post during their tour of duty. This is justified through the regular performance of shift work and the requirement to remain in the immediate vicinity of the CP during a tour of duty.

1.5.2.2. Empower CP/AMCC duty controllers to make decisions and execute procedures necessary to accomplish the unit and overall AMC mission.

1.5.3. CP/AMCC Managers (CP/AMCC Chief and/or Superintendent) will have overall administrative responsibility for the CP/AMCC and will ensure the facility receives the guidance, resources, and support required to accomplish the unit mission.

1.5.4. The CP/AMCC serves as the single agency for the conduct of command and control activities. It supports many policies and management objectives to enable the unit to accomplish its mission. The CP/AMCC also serves as the nerve center from which the unit commander monitors and manages the readiness and response of the unit, coordinates the utilization of personnel and resources, and controls unit operations. It has the authority to cross functional lines of organizations to expedite mission accomplishment (i.e., tasking, directing, coordinating, etc.). Commanders will establish priority of actions within the CP/AMCC. This is especially critical in consolidated CPs (objective wing concept) and those C2 facilities that support multiple MAJCOM functions. Conflicting priority requirements within a facility will be sent to appropriate MAJCOM functional areas for final arbitration.

1.5.5. Objective Wing Command Post (OWCP). OWCPs combine responsibilities and support the principle of one base, one wing, one boss. Consolidation places all assets under the control of the wing commander. HQ USAF/XOO may waive the requirements for consolidation if consolidating would degrade the command and control of operational resources. Physical layout of the facility is locally determined, however, the emergency actions function will be physically separated from other functions during emergency action message (EAM) processing. Physical separation may be achieved by partitioning, separate EA cab facilities with sliding glass windows or doors, or simply space. The purpose of this separation is to protect the EAM formats from possible compromise since they parallel JCS EAM formats.

1.5.5.1. OWCP Alignment and Functions. The OWCP is aligned on the wing staff reporting directly to the wing CC. Core functions consist of the operations management center (OMC) and maintenance aircraft coordination center (MACC). The survival recovery center (SRC) (during wartime) and message distribution center (defined as an AUTODIN send and receive capability) also must be collocated. The OWCP C2 functions will be staffed with AFSCs 13BX and/or 1C3X1 to perform emergency action and CP management. More specifically, the principal CP core functions are:

1.5.5.2. OMC. The hub of the OWCP is the OMC consisting of minimally, one officer and one enlisted C2 controller (the officer controller position will convert to enlisted in FY 96 for tanker unit CPs and FY 97 in airlift unit CPs). As the wing commander's representative, this team is responsible for overseeing and coordinating the efforts of all CP members, performing mission monitoring, operational reporting, and execution of emergency actions. The C2 controllers will be located together to effectively conduct these operations.

1.5.5.3. MACC. The MACC consists of one weapons coordinator per aircraft maintenance unit (AMU). The MACC coordinates activities between AMUs and the logistics support group for launch, recovery, transient maintenance, etc. Consolidation of the MACC is not applicable for USAFR CPs.

1.5.5.4. SRC Collocation. When activated during wartime, the SRC is collocated with the OWCP. This is not applicable to ARC tenant unit CPs.

1.5.5.5. Message Distribution Center Collocation. The requirement for a collocated message distribution center stems from the requirement to send and receive time sensitive information. If this capability is provided through other means, e.g., TEQCOM, message preparation terminal (MPT), etc., then the requirement for collocation is met (ARC units see paragraph 13.6.1.1).

1.5.6. Multiple Command Support. AMC host command posts that support multiple tenant commands will:

1.5.6.1. Provide command and control for the tenant if the tenant has no C2 agency on the base. This includes, but is not limited to support for SIOP, up-channeling of mission movement information, JCS/USSTRATCOM emergency action notifications, SORTS reporting, OPREP-3 reporting, etc.

1.5.6.2. Provide the specialized SIOP and plans training to assigned controllers to support associate requirements.

1.5.6.3. Coordinate flying activities, to include day-to-day flights and emergencies with the appropriate tenant personnel.

1.5.6.4. Provide the required reporting per appropriate Air Force, AMC, and supported command regulations.

1.5.7. Tenants will provide the AMC CP with required plans and regulations for SIOP training and maintain a point of contact for flying activities during hours tenant aircraft have planned operations.

1.6. Higher Headquarters Field Visits (Active Duty Units). An AMC field visit is an official visit consisting of one or more AMC personnel from Headquarters AMC directorates and special staff offices. There are two categories of higher headquarters field visits: Inspection/Evaluation and Staff Assistance Visits (SAV). The AMC Inspector General (IG) conducts Operational Readiness Inspections (ORI) and Quality Air Force Assessments (QAFA). HQ AMC/DOOC conducts unit C2 Staff Assistance Visits.

1.6.1. Staff Assistance Visits. SAVs are periodic or recurring visits given by personnel from HQ AMC to subordinate units to improve the unit's resource management, mission effectiveness, and compliance with established procedures. C2 SAVs may be:

1.6.1.1. Requested by the unit commander, or:

1.6.1.2. Directed by the Director of Operations (HQ AMC/DO), or the Chief, Operations Management Division (HQ AMC/DOO).

1.6.2. Unit commander SAV requests should be forwarded to HQ AMC/DOO with an information copy addressed to HQ AMC/DOOC.

1.6.3. The body of the request should provide the following information:

1.6.3.1. What specific areas you want reviewed, i.e., SORTS, mission monitoring, etc.

1.6.3.2. When you want the SAV to be conducted.

1.6.3.3. Complete justification.

1.6.3.4. Name, rank, and phone numbers (DSN and FAX) of the unit C2 POC.

1.6.4. Normally C2 SAVs will not be conducted within 3 months before or after a unit's target inspection/evaluation month.

1.6.5. After reaching HQ AMC/DOOC, the staff will evaluate the SAV requirements and determine whether it can be supported during the requested time frame. The results of the determination will be forwarded to the requesting unit via AUTODIN message.

1.7. Changes. Recommendations for change will be submitted, in writing, to HQ AMC/DOOC. When conflict exists, notify HQ AMC/DOOC and comply with this regulation until the conflict is resolved.

1.8. Waivers. HQ AMC/DOOC is the waiver authority to the requirements of this regulation. Waiver requests to Air Force C2 regulations will be sent to HQ AMC/DOOC so a recommendation for approval/disapproval can be attached for forwarding to HQ Air Force. All waiver requests will state the nature, rationale, and duration of the request, as well as sufficient justification on which to base a decision. Units should also provide a point of contact (POC) should questions arise. Waiver numbers for HQ AMC approval requests will be assigned by HQ AMC/DOOC. Waivers to previous editions of this regulation (AMCR 55-3, Volume II, 15 May 1993) are no longer valid.

Chapter 2

FUNCTIONS AND PROCEDURES

2.1. General. CP/AMCC controllers are the commander's executive agents. They manage and report activities while executing the mission. Functions of AMC C2 agencies at all levels are mission management/monitoring and operational reporting. Both the TACC and CPs have the additional function of Emergency Actions implementation/dissemination, while the CP, under the Objective Wing Command Post (OWCP) concept, is also responsible for maintenance coordination. Services to be provided tenants will be included in host-tenant letters of agreement (LOA). Each AMC unit served by a non-AMC CP will ensure that AMC-unique requirements are identified and included in host-tenant LOAs. All LOAs that involve participation of an AMC CP/AMCC will be forwarded to HQ AMC/DOOC for review. This chapter contains policies which AMC C2 facilities use in operating and executing the mission.

2.1.1. Overall supervision for all CP/AMCC functions, to include maintenance (not applicable for AMCCs and USAFR CPs) and administrative personnel, is vested in the assigned C2 supervisors.

2.1.2. Mission Management/Monitoring. Mission Management (TACC or AME level only) and Mission Monitoring (CP/AMCC/TALCE) includes all preflight, execution, and post flight activities. A further discussion of this function is included in Chapter 5 of this instruction.

2.1.3. Emergency Actions. Responsibilities and procedures for implementing AMC EA are outlined in AMCI 10-202, Volume 5, *(S) Emergency Actions Procedures for AMC (U)*, and apply only to the TACC and AMC CONUS CPs. Procedures for implementing USSTRATCOM EA are outlined in applicable USSTRATCOM EAPs. All AMCCs will comply with host/theater command EA directives.

2.1.4. Operational Reports. Responsibilities, procedures, and guidance for operational report activities are contained in JCS Pub 12, AFP 102-2, Volume 1, *Joint User Handbook for Message Text Formats (JUH-MTF)*, AFI 10-201, *Status of Resources and Training System*, AFMAN 10-206, *Operational Reporting*, and AMCI 10-202, Volume 6, *Mission Reliability Reporting Sysrtem (MRRS)*.

2.1.5. Maintenance Coordination. Responsible for coordinating and monitoring the overall maintenance effort. A further discussion of this function is included in Chapter 6 of this instruction.

2.2. Operating Instructions (OI). Each CP/AMCC will maintain current applicable OIs. They will be prepared IAW AFI 37-160, Volume 1, numbered IAW AFI 37-160, Volume 6, and include as a minimum:

2.2.1. Specific controller duties and responsibilities.

2.2.2. Training and certification of personnel.

2.2.3. Maintenance of standardized operational forms used by the CP.

2.2.4. Special category mission procedures; i.e., CLOSE WATCH, Nuclear Airlift, CLOSE HOLD, Special Operations, etc., as applicable.

2.2.5. Operational reporting (JCS Pub 12, JCS PUB 25, AFP 102-2, Volume 1, AFI 10-201, AFMAN 10-206, AMCI 10-202, Volume 6, and all applicable supplements).

2.2.6. Equipment Operation (emergency power, ADP, vehicle, alarm systems, etc.).

2.2.7. Communication system listing and outages.

2.2.8. Hazardous cargo mission procedures.

2.2.9. Self-Inspection Program.

2.2.10. Mobility Requirements/Procedures (if applicable).

2.3. CP/AMCC Checklists. Checklists outline actions to be taken in response to emergencies, abnormal or recurring circumstances, to implement Emergency Actions (EA), or to implement an OPORD or OPLAN. They should be brief and concise, and should lead controllers through an orderly and prioritized sequence from initiation to completion. AMC CP/AMCC checklists fall into three categories; Emergency Action (CPs only), Quick Reaction, and Controller Basic Checklists. Sufficient sets of QRCs will be maintained for use by controllers. Checklists will be constructed on AMC Form 178, CCC Controller Checklist, or on a computer generated facsimile.

2.3.1. Emergency Action Checklists (EAC) outline AMC and USSTRATCOM procedural measures taken to receive, initiate, disseminate, respond to, or terminate EA directives. These actions apply to AMC CONUS

CPs. EACs are developed and maintained IAW AMCI 10-202, Volume 5 (S), and USSTRATCOM EAP Volume 6 (TS).

2.3.2. Quick Reaction Checklists (QRC) outline actions to be taken in response to emergency, abnormal, or recurring circumstances, or to implement an OPORD or OPLAN. Checklists should be structured to save life, protect resources, and/or rapidly disseminate time sensitive information. QRC notifications may be made by automatic means, e.g. the Automatic Notification System (ANS). However, the requirement for maintaining sets of QRCs as identified below still applies.

2.3.2.1. QRC Development/Construction/Maintenance. CP/AMCCs will develop and maintain complete and identical sets of QRCs. Managers will ensure each primary controller team member has a set readily available. A separate master QRC set will also be maintained. QRCs will be prepared on preprinted or computer generated AMC Forms 178. Computer generated forms will contain the same information located in the same position as required by the preprinted form. Computer-generated QRCs can be printed on plain white bond paper and the bottom left corner will contain the following statement, "AMC FORM 178, MMM YY (current month and year of form), COMPUTER GENERATED." QRCs located at controller console positions will be maintained in loose leaf binders and conspicuously labeled to identify the contents as QRCs. QRC binders will be indexed and tabbed to facilitate ease of use by controllers. QRC binders containing classified information or formats will be constructed and marked IAW AFPD 31-4, *Information Security*. The appropriate individuals and agencies for contact will be included in QRCs. Consider the following when constructing QRCs:

2.3.2.1.1. Prioritize checklist steps.

2.3.2.1.2. Limit telephone notifications to those essential for the successful completion of the QRC.

2.3.2.1.3. Maximize the use of conference call capabilities (if applicable).

2.3.2.1.4. Ensure controllers are able to quickly and effectively complete QRCs.

2.3.2.2. Predetermined QRCs requiring accomplishment by two controllers will be constructed in a manner which eliminates any potential confusion by the controller team. This locally developed method, if used, will be standardized throughout the QRC binders. QRCs designated to be accomplished by a single controller need not be annotated in any specific manner.

2.3.2.3. QRCs, to be useful, must be current and brief. The example QRC subjects listed below are not all inclusive. CP/AMCCs should develop and maintain QRCs that are based on the unit mission and/or probability of occurrence:

2.3.2.3.1. Aircraft Emergency/Accident.

2.3.2.3.2. Weather Warning/Advisory.

2.3.2.3.3. Nuclear Laden Aircraft Diversion (active units only).

2.3.2.3.4. BROKEN ARROW.

2.3.2.3.5. BENT SPEAR.

2.3.2.3.6. DULL SWORD.

2.3.2.3.7. FADED GIANT (CONUS units only).

2.3.2.3.8. SAFEHAVEN (CONUS active units only).

2.3.2.3.9. SCATANA Implementation (CONUS Units Only).

2.3.2.3.10. HELPING HAND/COVERED WAGON.

2.3.2.3.11. Aircraft Anti-Hijack/Theft.

2.3.2.3.12. Conference SKYHOOK.

2.3.2.3.13. Bomb Threat.

2.3.2.3.14. THREATCON Alerting Message (TCAM).

2.3.2.3.15. Unit/Personnel Recall (Pyramid Alert).

2.3.2.3.16. Crisis Action Team (CAT) Activation/Deactivation.

2.3.2.3.17. Phoenix Banner/Phoenix Silver.

2.3.2.3.18. AKAC-493 Encode/Decode.

2.3.2.3.19. Hazardous Cargo.

2.3.2.3.20. CP/AMCC Evacuation/Alternate CP/AMCC Activation.

2.3.2.3.21. Disaster Response.

2.3.2.3.22. Emergency Power Procedures.

2.3.2.3.23. Communication OUT Procedures.

2.3.2.3.24. Hazardous Substance Spill.

2.3.2.3.25. Aircraft Contamination.

2.3.2.3.26. Buffer Zone Violation.

2.3.2.3.27. Commercial Power Failure.

2.3.2.3.28. Compromise/Suspected Compromise of Classified or Cryptographic Material.

2.3.2.3.29. PNAF Procedures.

2.3.2.3.30. EOD Assistance.

2.3.2.3.31. Fire/Evacuation Procedures.

2.3.2.3.32. Overdue Aircraft.

2.3.2.3.33. Unusual Incident.

2.3.2.3.34. Runway Closure.

2.3.2.3.35. Stockpile Emergency Verifications (SEV) Procedures.

2.3.2.3.36. VIP Arrival/Departure.

2.3.2.3.37. Hostage Situation.

2.3.2.3.38. Alpha Aircraft/Aircrew Constitution.

2.3.2.3.39. Alpha Alert/Launch.

2.3.2.3.40. Civil Request for Military Assistance.

2.3.2.3.41. Border Violations.

2.3.3. Controller Basic Checklists (CBC). Controller Basic Checklists (CBC) address routine recurring circumstances. These checklists may cover subjects that are not time sensitive in nature and may also cover in-house controller requirements.

2.3.3.1. CBCs, if used, will not be intermingled with QRCs. They may be placed in the same binder but will be maintained in a separate section. Examples of CBCs are:

2.3.3.1.1. Controller Shift Checklists.

2.3.3.1.2. Message Distribution Requirements.

2.3.3.1.3. Controller Shift Changeover.

2.3.3.1.4. Daily/Weekly CP/AMCC Cleanup.

2.3.3.1.5. End of Month COMSEC Changeover.

2.4. Events Log. Events logs serve as an official record of events affecting the unit or the function of the CP/AMCC. Information will be maintained on a locally generated form, or input into a computer and maintained on computer diskette. Controller initials may also be computer generated. Local CP/AMCC managers will determine management review requirements/procedures.

2.4.1. Entries in the log will include, but are not limited to:

2.4.1.1. All controllers (OMC and MACC for CPs) on duty.

2.4.1.2. Summary of unusual events.

2.4.1.3. Results of tests or exercises.

2.4.1.4. Changes to unit posture/preparedness.

2.4.1.5. Emergency conditions or equipment failures.

2.4.2. Log entries will be made as soon as possible after an event and will include the time of occurrence and initials of the controller making the entry. Logs will be classified according to content and marked IAW AFPD 31-4. To preclude lengthy exercise entries in the events logs, an exercise log may be maintained. Entries into the log will contain sufficient information to stand alone if voice recordings are not used. Voice recordings, when used, will supplement the events log. Recordings of significant events will be retained until all actions concerning the event have been completed and the corresponding log has been disposed of.

2.4.2.1. An events log will be opened at the beginning and closed at the end of each ZULU day (ARC units see paragraph 13.5.2).

2.4.2.2. To assure standardization of log entries the following procedures apply:

2.4.2.2.1. All entries will be handwritten using black/blue ink, typewritten, or entered via a computer.

2.4.2.2.2. Enter all times in chronological sequence using ZULU time (late entries will be identified as such).

2.4.2.2.3. When entering references to messages, include the classification, the date-time group, subject, and the message originator.

2.4.2.2.4. Open (blank) lines will not separate log entries unless the log is computer generated and the software program does not prevent blank lines between entries.

2.4.2.2.5. Entries requiring the attention of controllers may be highlighted.

2.4.2.3. Maintain and dispose of logs or computer generated forms IAW AFR 4-20, volume 2, *Disposition of Air Force Records--Records Disposition Schedule*.

2.5. Controller Information File (CIF). AMC CP/AMCCs will maintain a CIF which contains information of a temporary nature pertinent to controller personnel. For CPs, the CIF may include sections for all, OMC controllers, and MACC controllers. Prior to assuming duty, each controller will review each item added to the CIF since their last duty period and indicate in writing that the items have been reviewed. C2 managers will establish procedures to ensure periodic screening of this file and prompt removal of those items which have been reviewed by all controllers and are no longer applicable. Items of continuing value will either be incorporated into directives or filed appropriately.

2.6. Standardized Forms. Standardized forms provide an organized format for agencies to record information. Information recorded on these forms will be of sufficient quantity and quality to effectively support review and reconstruction of events. Locally developed computer generated forms are acceptable. A local operating instruction (OI) will be developed to provide clear, concise guidance and to ensure standardization and maintenance of forms.

2.6.1. Unit C2 agencies will locally develop, utilize, and maintain the following forms to perform the following functions. ***NOTE:*** The two forms may be combined into one form if desired:

2.6.1.1. Mission Movement. Mission movement forms will be developed and used by C2 agencies to record information concerning coordination that may be necessary to effectively direct/coordinate ground handling/flight following activities. These forms will provide an organized format for recording all information concerning a mission at a given station.

2.6.1.2. Aircrew Management. Aircrew management forms will be developed and used by C2 agencies to record information exchanged between these agencies and aircrews. Orders and other data specifically concerning the crew may be attached to the form. This form is optional for home station departures. It will be used by all C2 agencies for management of transiting aircrews.

2.6.2. Each CP/AMCC will establish a quality control program which ensures timely review of aircrew management and mission movement forms for each mission. These procedures will be established in a local OI.

2.6.3. All mission movement forms will be disposed of IAW AFR 4-20, volume 2.

2.7. Publications Library. C2 facilities will maintain a functional publications library (see attachment 1 for publications listing). This library may be maintained electronically (CD-ROM, LAN, etc.).

2.8. Automated Data Processing (ADP) Equipment. CP/AMCCs are authorized the use of ADP equipment to facilitate the gathering, dissemination, and documentation of mission control information and reports. However, a capability will exist to gather, document, and/or disseminate mission and reports information during ADP outages.

2.9. Key Personnel/VIP Monitoring. CP/AMCCs will monitor the location and provide a communications link for AMC commanders, key staff members (or their designated representatives), and those individuals designated by the commander.

2.10. External Agency Services and Information. The services provided by the following agencies are deemed the minimum necessary for the core C2 function in AMC command and control agencies to meet its responsibilities. C2IPS may enable the following external agencies to provide the designated information; however, a backup means must be accessible should C2IPS be unavailable.

2.10.1. Base Operations. This regulation is directive upon base operations only at bases where AMC is the host command. At locations where AMC is not host, base operations support will be coordinated in a host tenant support agreement. The following information is required:

2.10.1.1. Information on local navigational aids. Base Operations will inform the CP/AMCC immediately when any local navigational aid is shut down or scheduled to be shut down. Also, notify the CP/AMCC when normal operation is resumed.

2.10.1.2. Current airfield conditions regarding Runway Condition Reading (RCR), ice, snow, standing water, repairs, barrier status, and any other condition which may constitute a runway or taxiway hazard.

2.10.1.3. Coordination of Crew Ground Transportation. At locations where ground transportation is their responsibility, base operations will:

2.10.1.3.1. Arrange transportation for arriving crews.

2.10.1.3.2. Schedule ground transportation for departing crews.

2.10.1.4. Arrival/Departure Information. Base operations will furnish the CP/AMCC arrival and departure information on all AMC aircraft and aircraft operating an AMC mission.

2.10.2. Intelligence. Intelligence support provided to AMC CP/AMCCs is noted in AMCI 14-102, *Debriefing and Reporting (C/NF)*. Ensure the CP/AMCC is provided 24-hour access to the Aircrew Intelligence Read File. Close coordination between CP/AMCCs and supporting intelligence function with respect to information that may affect the security of the mission, aircraft, and/or aircrew is mandatory.

2.11. Self-Inspection Program. CP/AMCCs must establish a self-inspection program. It may be established and conducted IAW local unit directives or singularly as a command post-only function. To aid you in the development of your self-inspection program, we have included a self-inspection checklist at attachment 3.

2.11.1. Self-inspection programs must:

2.11.1.1. Be tailored to the organization's structure and mission.

2.11.1.2. Contain oversight mechanisms to provide adequate coverage of the organization's mission, resources, training, and people programs. These mechanisms may consist of periodically administered checklists, quality

control or assurance reviews, internal audits, functional inspections, management information systems, numerical summaries, management objective reviews, analysis programs (trend, management, or comparative), etc.

2.11.1.3. Identify problems without regard to the difficulty of resolution.

2.11.1.4. Contain a feedback mechanism so identified problems can be tracked until resolved, waivers or outside assistance obtained, or limiting factors (LIMFACs) reported formally.

2.11.1.5. Contain a mechanism that will, according to importance or severity, direct problems to the proper level for action or attention.

2.12. Deployed Tanker C2 Operations. Unlike strategic airlift units, when tankers are deployed, Unit Type Codes (UTCs) may be activated that will deploy tanker unit CP personnel to support operations at the deployed location. Due to the varying nature of the mission and available resources, the following is a guide and should be modified if good judgement dictates (additional guidance can be found in AMCI 10-205, *Tanker Task Force Operations* (forthcoming)):

2.12.1. Deployed CP personnel must be capable of setting up a Tanker Operations Center (TOC) to provide mission monitoring and operational reporting in support of the tanker mission. No emergency actions will be required.

2.12.1.1. When an AMC C2 facility, e.g., a CP, AMCC, etc., already exists at a deployed location, the TOC should be integrated into that facility to take advantage of communication systems, equipment, and facilities. If there is only a non-AMC C2 facility at the deployed location, then integration into that facility should only be considered when the host concurs and the situation dictates that it is logical and effective for AMC mission management. Deploying C2 personnel need to consider the requirements in paragraph 2.12.2. even if deploying initially to a location with an already existing C2 facility due to the possibility of further deployment.

2.12.1.2. Established TALCEs could provide some of the necessary support, e.g., communications, equipment, mission support elements, (WX, contracting, security, etc). Careful planning must prevail to consider possible redeployment or subsequent follow-on deployments of the TALCE or a portion thereof so as not to leave the TOC without critical support elements.

2.12.2. Prior to deploying, CP personnel should work with their wing communications personnel to ensure that required communications support for the TOC is included in the deployment package. Consideration should be given to the following:

2.12.2.1. C2IPS.

2.12.2.2. UHF.

2.12.2.3. LMRs for communications with both flightline personnel and the deployed commander.

2.12.2.4. A means of communicating with the TACC (DSN, SATCOM, Commercial, etc.).

2.12.2.5. Any other communications requirements specifically addressed in the tasking directive.

2.12.3. CP personnel should also plan to take the directives, checklists, phone numbers, forms, and administrative supplies necessary to sustain their operation for the time period specified in the tasking directive.

2.12.4. The 1C3X1 and 13B3E functional managers within HQ AMC/DOOC work closely with the Mission Support Planning Office (MSPO) within the TACC on all taskings involving C2 assets. Questions regarding taskings should be forwarded to the functional managers for resolution.

Chapter 3

PERSONNEL AND THEIR QUALIFICATIONS

3.1. General. This chapter outlines C2 manning, controller utilization policies, and controller qualifications for AMC CP/AMCCs.

3.2. Authorized Manning. CP/AMCC manpower authorizations are IAW Air Force approved manpower standards. HQ AMC/DOOC is the functional manager for 13B3E and 1C3X1 manning within AMC.

3.3. Required Manning (Does not apply to ARC units). All AMC CP/AMCCs will be manned 24 hours a day. All permanent CP/AMCCs will be staffed with Air Force Specialty Code (AFSC) 13B3E and/or 1C3X1 for performing EA and CP management. "On-Loan" rated officers may be used as officer controllers at the discretion of the local commander.

3.3.1. Officer controllers will be assigned to AMC CP/AMCCs IAW current AFSC and grade authorizations.

3.3.2. Manning for consolidated command posts representing more than one major command (MAJCOM) will be jointly approved by the MAJCOMs represented.

3.4. Monthly Manning Reports. To assist HQ AMC in the management of our command and control personnel, each unit CP/AMCC will submit monthly manning reports (RCS: AMC-DOO(M) 7802) to HQ AMC/DOOC. Reports will be submitted monthly using AMC Form 5, Command and Control Manning Report, or a computer-generated facsimile. Reports will be submitted to arrive at HQ AMC/DOOC NLT the tenth day of the month being reported. ***NOTE:*** This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue electronic reporting during ***MINIMIZE.*** The TACC is exempt from this requirement due to number of C2 personnel assigned to the TACC. However, the Chief Enlisted Manager (CEM) will provide the HQ AMC C2 functional managers with appropriate documents reflecting controller assignment and availability, upon request. Units will use the following guidance when preparing the report.

3.4.1. "Unit" block will contain both a correspondence address and a complete DSN telephone number for both the chief and superintendent of the facility. Overseas units should include the base name. Example: 623 AMSS/AMCC, Ramstein AB GE, APO AE 09094-5000, DSN (314) 480-8493/2049.

3.4.2. "Date" block will contain the as-of-date (AOD) of the report. The AOD will be the first calendar day of the month of applicability; e.g., the January report will be dated 1 Jan XX.

3.4.3. Authorized Columns:

3.4.3.1. Grade. Provide the authorized grade from your UMD. If a unit has overages in personnel for a specific authorized AFSC and skill level, the authorized AFSC and authorized grade blocks will contain the UMD data.

3.4.3.2. AFSC. Provide the authorized AFSC from your UMD.

3.4.4. Assigned Columns:

3.4.4.1. Position Certified. Indicate the areas in which the controller is certified. Multi-certification indicates controllers are certified in mission monitoring, emergency actions, and operational reports.

3.4.4.1.1. Mission Monitoring (TACC-Mission Management): "MM."

3.4.4.1.2. Emergency Actions: "EA."

3.4.4.1.3. Operational Reports: "OR."

3.4.4.1.4. Multiple Certification: "MULTI."

3.4.4.1.5. SORTS: "S."

3.4.4.1.6. Initial/Refresher/Training: "TNG."

3.4.4.2. DAFSC. Provide the Duty AFSC.

3.4.4.3. Grade. Provide current grade. Additionally, use the symbol "(P)" behind the current grade to indicate selection for promotion.

3.4.4.4. Name (Last - First - Middle Initial) self-explanatory. After the name. also indicate the title of key C2 personnel, i.e., OIC, Superintendent/NCOIC, Training Manager, COMREP, etc.

3.4.4.5. DAS. Provide the actual date when individuals arrived station.

3.4.4.6. DEROS. Overseas units—report month and year. CONUS units report the estimated departure date for those individuals with PCS assignments.

3.4.5. Section II-Projected Gains and Losses and TDYs:

3.4.5.1. DAFSC. Provide the appropriate Duty AFSC.

3.4.5.2. Rank. Provide the appropriate rank.

3.4.5.3. Name. Provide the individual's name.

3.4.5.4. Gain. Enter the individual's report no-later-than (RNLTD) date in this column.

3.4.5.5. Loss. Enter the individual's estimated departure date in this column.

3.4.5.6. TDYs. Indicate personnel supporting current or projected TDYs. Include purpose of the TDY, location, and the inclusive dates.

3.4.5.7. Remarks. Identify the gaining organization for departing personnel and the losing organization for inbound personnel.

3.4.6. Section III - Current Authorized/Assigned/Available for Use. Under each heading: ***NOTE***: Do not include administrative personnel.

3.4.6.1. First block. Used to provide the total number of C2 personnel authorized by the Unit Manning Document (UMD).

3.4.6.2. Middle block. Used to provide the total number of C2 personnel actually assigned.

3.4.6.3. Third block. Used to provide the total number of C2 personnel available for use.

COMMAND AND CONTROL MANNING REPORT RCS: AMC-DOO(M) 7802
437AW/CP, CHARLESTON AFB SC 29404-5426 DSN 763-2996 1 JUN 94
ORGANIZATION/FUNCTIONAL ADDRESS SYMBOL AND LOCATION TELEPHONE DATE (AS OF)

I. CURRENT MANNING

AUTHORIZED GRADE	AFSC	POS CERT	ASSIGNED DAFSC	/GRADE	NAME	DAS	DEROS
LTC	13B3	MULT	13B3	MAJ	EICHHORST, THOMAS(CHIEF)	17 JUL 92	
CPT	13B3E	MULTI	13B3E	MAJ	NICKELS, MARY	2 MAY 92	
CPT	13B3E	MULTI	13B3E	CPT	OWENS, RONALD E.	4 NOV 92	
CPT	13B3E	MULTI	13B3E	CPT	WARNER, ROBERT W	4 DEC 92	
CPT	13B3E	MULTI	13B3E	CPT	NOWLAND, THOMAS L	1 OCT 92	
CPT	13B3E	MULTI	13B3E	CPT	REYNOLDS, DEBORAH K.	2 FEB 92	
CPT	13B3E	MULTI	13B3E	CPT	MILLER, THOMAS W.	28 MAY 92	
CPT	13B3E	TNG	13B3E	CPT	MURPHY, PHILLIP P.	15 MAR 93	
SMS	1C391	MULTI	1C391	SMS	GATLIN, LARRY R. (SUPT)	8 MAY 88	AUG 95
MSG	1C371	MULTI	1C371	MSG	WILSON, JOHN (TRNG NCO)	5 SEP 92	
TSG	1C371	MULTI	1C371	MSG	MATHEWS, JOHN	15 OCT 91	
SSG	1C371	MULTI	1C371	TSG (P)	BENTLEY, EARL	31 OCT 89	JUN 95
SSG	1C351	MULTI	1C351	TSG	MAY, LAURA	10 JAN 91	
SSG	1C351	TNG	1C351	SSG	LECLAIR, MARY	20 MAY 93	
SSG	1C351	MM/S	1C351	SSG	CASIMIR, MARY A	19 DEC 91	
SGT	1C351	MULTI	1C351	SSG	MARKHAM, ALAN T.	15 SEP 91	
SGT	1C351	MM/S	1C351	SSG	FORTES, TONI	5 JUN 91	
A1C	1C351	MULTI	1C351	SGT	WINDHAM, EMILY J.	27 NOV 91	
A1C	1C351	MULTI	1C351	SGT	THURMAN, JERRY R.	13 OCT 91	
A1C	1C331	MULTI	1C331	A1C	KOGLER, THOMAS R.	27 JUL 91	
A1C	1C331	MULTI	1C331	A1C	NOLL, ROGER A.	23 FEB 92	
SSG	3A151	ADMIN	3A151	A1C	BROOKS, BRUCE K.	5 SEP 92	

II. PROJECTED GAINS/LOSSES/TDYs

DAFSC/GRADE		NAME	GAINS	LOSS	TDY	REMARKS
1C391	SMS	ALEXANDER, ROBERT		AUG 95		RETIRE
1C371	TSG	BENTLEY, EARL		JUN 95		SCOTT
1C331	A1C	FINCHUM, TERRY	SEP 93			GERMANY
13B3E	CPT	MILLER, THOMAS W.			2JUN/15SEP	EX OCN VENTR
1C351	SGT	FORTES, TONI			2JUN/15SEP	EX OCN VENTR

III. C2 CURRENT AUTHORIZED/ASSIGNED/AVAILABLE FOR USE

OFFICER	1C3X1	TOTAL C2 PERSONNEL
7/8/7	13/13/12	21/21/19

IV. C2 THREE MONTH PROJECTED AUTHORIZED/ASSIGNED/AVAILABLE FOR USE

OFFICER	1C3X1	TOTAL C2 PERSONNEL
7/8/7	13/12/9	21/20/16

ATTACHED REMARKS: Initial Certification Training:

NAME	Est Cert Date
Capt Murphy	10 JUN 95
SSgt LeClair	1 AUG 95

AMC FORM 5, JUN 92, COMPUTER GENERATED

Figure 3.1. Sample AMC Form 5

3.4.7. Section IV - Three Months Projected Authorized/Assigned/Available for Use. Report the projected numbers of C2 personnel for each block indicated in section III. ***NOTE:*** Do not include administrative personnel.

3.4.8. Manning Report Attachments. CP/AMCC managers will include an attachment to the manning report explaining administrative actions, etc., that impact controller availability. HQ C2 functional managers use the

manning reports to determine unit taskings/augmentations. Accuracy of submitted data cannot be over-emphasized. Figure 3.1. is an example of a completed AMC Form 5:

3.4.9. Distribution. One copy submitted via mail or FAX. to:

3.4.9.1. Mail to: HQ AMC/DOOC
402 SCOTT DR, UNIT 3A1
SCOTT AFB IL 62225-5302

3.4.9.2. Non-secure FAX: HQ AMC/DOOC, DSN 576-4627.
ATTN: C2 Functional Manager

3.5. General Controller Qualifications:

3.5.1. CP/AMCC Chief. The officer appointed by the commander as the Chief of the CP/AMCC must be fully qualified as a unit controller. At least 6 months experience is desired prior to assuming duties as the Chief. Certification is left to the discretion of the unit. The Chief of the CP/AMCC will maintain proficiency in all areas certified.

3.5.2. CP/AMCC Superintendent/NCOIC. The Superintendent/NCOIC of a CP/AMCC is usually the ranking enlisted controller assigned. Personnel assigned to this position should have at least 1 year of experience in command and control. Superintendents/NCOICs must possess a primary AFSC of 1C391 or 1C371. Certification is left to the discretion of the unit. The Superintendent/NCOIC will maintain proficiency in all areas certified.

3.5.3. CP/AMCC Training Managers. The Chief of the CP/AMCC should choose the most qualified individual for this critical position. The training manager is responsible for developing, managing, and conducting all training.

3.5.4. Security Requirements.

3.5.4.1. All assigned controllers must possess a Top Secret clearance, with the following exceptions.

3.5.4.1.1. Officers assigned to AMCCs may only need a Secret clearance. The decision concerning the need for a Top Secret security clearance will be made locally and will be based on operational requirements.

3.5.4.1.2. The need for a Top Secret security clearance for MACC controllers and on-loan duty officers will be made locally. As a minimum, they will possess at least a Secret security clearance prior to performing assigned duties.

3.5.4.2. Tanker CPs with SIOP Commitments. All unit CP Chiefs, Superintendents/NCOICs, and training managers will be granted SIOP-ESI categories "01" and "10" access. All assigned OMC controllers will be granted category "10" access. Permanently assigned administrative specialists will be granted category "08" access.

3.6. Unit CP/AMCC Manning:

3.6.1. Authorized Manning. CP/AMCC authorizations are based on validated workload factors. When units alter workload factors, manning authorizations may change. Controller authorizations are based on 24-hour manning, 7 days per week with a standard week defined as 8-hour shifts for 5 days per week in peacetime and 12-hour shifts for 6 days per week in wartime.

3.6.2. Console Manning. The normal controller crew complement per shift consists of two controllers, usually one officer, and one enlisted. However, CP/AMCC managers may determine console manning requirements

based on unit workload to ensure all shifts are adequately manned with appropriately certified C2 controllers. All personnel will be effectively utilized to meet unit and command objectives. There are some stipulations, however, which are outlined below:

3.6.2.1. Personnel holding a 3-skill level will not perform duty by themselves. This does not preclude a certified 3-skill level controller from being left alone in the CP/AMCC for short durations, e.g., while the second controller is meeting an aircraft.

3.6.2.2. Emergency Actions. No personnel other than EA officer or 1C3X1 certified controllers are authorized to engage in the processing of Emergency Action Messages. During normal daily operations, units are authorized to support EAM processing with one controller. However, units with SIOP sorties on alert, generating aircraft in response to a tasking directive, or in response to a CJCS or USSTRATCOM declared "A" hour must be continuously manned with a minimum of two EA certified controllers. These guidelines apply solely to Emergency Action Procedure (EAP) support requirements. Manning required to support other unit commitments are determined by local C2 managers.

3.6.2.3. To ensure effective unit and mission support, controllers performing shift duties alone must be certified in all applicable positions (SORTS being the exception).

3.7. Tour and Duty Restrictions:

3.7.1. Tour of duty in the CP/AMCC will vary based on mission needs and current manning. However, as identified above, 8 hours is considered the normal duty period.

3.7.2. Controllers must remain within the immediate vicinity of the CP/AMCC during their tour of duty.

3.7.3. Due to the 24-hour position manning requirement for the CP/AMCC and the limited manpower to accomplish this mission, ensure CP/AMCC personnel are not assigned additional duties beyond the scope of C2 functions. This does not preclude CP/AMCC personnel from becoming short duration project officers or attending or becoming full-time members of base level working groups (i.e., Exercise Evaluation Teams, Base Security Councils, etc.).

3.7.4. CP/AMCC personnel are excluded from details (base clean-up, snow removal, etc.) outside the scope of primary command and control duties. To preclude conflict with shift scheduling, agencies will consult CP/AMCC supervisory personnel no later than the fifteenth day of the previous month before scheduling shift personnel for Weighted Airman Promotion System (WAPS) testing, training, and mandatory appointments. CP/AMCC managers may designate one individual to attend mandatory meetings, such as Commander's Call. The individual attending these meetings will brief CP/AMCC personnel on items of interest.

3.8. AMC Command Representative (COMREP): A COMREP will be assigned to AMC units which are supported by a CP operated by another MAJCOM. The AMC COMREP is responsible for seeing that AMC command and control requirements are satisfied. AMC COMREPS:

3.8.1. Will be an NCO with a 1C391/1C371 PAFSC. In units which do not have a 1C391/1C371 NCO authorized or assigned, the senior AMC operations officer will serve as the AMC COMREP to the host CP.

3.8.2. Are responsible for AMC unique expertise and for keeping the unit's Crisis Action Team briefed on AMC command and control operational procedures.

3.8.3. Interpret AMC command and control/operational regulations for the CAT and brief applicability of the unit mission.

3.8.4. Ensure the CP is supporting AMC mission requirements and that its checklists and OIs meet AMC's peacetime and wartime operational requirements.

3.8.5. Attend host command post formal training meetings.

3.8.6. Provide AMC-unique training inputs to the CP and assist in presentations at controller training meetings.

3.8.7. Periodically evaluate CP controllers to ensure they are knowledgeable and proficient in AMC procedures.

3.8.8. Provide the CP with mission data to accommodate AMC requirements.

3.8.9. Are responsible to AMC for adherence to directives and requirements.

3.9. Military Personnel Appropriation (MPA) Man-Days. MPA man-days are authorized to support short-term needs of the active force by providing members of the ARC on short tours of active duty. These tours are for the convenience of the government and are used only when there is a temporary need for personnel, unique skills, or resources that cannot be economically met from active force resources. MPA man-days are authorized for USAFR and ANG units for exercises, operational training, unit conversions, and mission support requirements that tasked active force units cannot meet from within their resources. The MPA man-day program is not designed to alleviate personnel shortages due to leaves, TDYs, or PCS reassignments. AFI 36-2619, *Military Personnel Appropriations (MPA) Man-Day Program*, is the prescribing regulation.

3.9.1. Responsibilities. AMC/DPB is the command OPR for MPA man-days and is the final approving authority for MPA requests. HQ AMC/DOOC is the POC that validates and prioritizes man-day request in support of fixed C2 facilities (with the exception of the TACC which manages its own MPA man-day program). In this capacity, DOOC accounts for all man-days allotted for fixed facilities and receives, processes, and coordinates each MPA man-day request until the final approval/disapproval is transmitted. Procedures prescribed herein are applicable only to command and control agencies manned by 13B3Es, 1C3X1s, 11XXs, and 12XXs. Offices from other functional areas although physically collocated within a C2 facility should contact their command functional manager for assistance.

3.10. Weapons Qualification Requirements for Mobility. Controllers assigned to mobility positions will be armed and maintain weapons qualification IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*, and its AMC supplement.

3.11. Weighted Airman Promotion System (WAPS) Testing: CP/AMCC managers will ensure personnel scheduled for WAPS testing receive a minimum of 24 hours off-duty immediately preceding the scheduled test.

Chapter 4

CONTROLLER TRAINING, CERTIFICATION, AND EVALUATION

4.1. Purpose. This chapter applies instructional system development (ISD) principles and processes to controller training and outlines the general requirements for Unit Qualification Training Plans (UQTP), monthly training letters, and monthly training meetings. It also defines CP/AMCC controller training and certification requirements. It does not apply to other AFSCs that are consolidated in the CP under the objective wing concept, except as specifically noted. During austere manning, if units choose to use AFSCs other than 13B3E or 1C3X1 to support C2 operations on a temporary basis, those individuals must meet the requirements of this chapter. Prior to performing unsupervised duties in any certification area, controllers will be trained and certified in those duties in accordance with AFI 10-207, this regulation, and other governing directives covering

unique certification areas. Controller training will use the ISD system. ISD best uses limited CP/AMCC resources by training only what is needed for the job. This chapter also applies to the ARC with exceptions noted in Chapter 13.

4.2. Responsibilities. Responsibility for the effectiveness of the training program rests with the CP/AMCC managers.

4.2.1. The CP/AMCC managers will:

4.2.1.1. Appoint a Training Manager to maintain and administer a controller training program IAW this chapter.

4.2.1.2. Ensure controllers are trained and certified to meet mission requirements IAW the AMC C2 Qualification Training Plan (AMC C2 QTP) and the Job Proficiency Requirements List (JPRL).

4.2.1.3. Initiate actions for those controllers who fail to maintain standards after remedial training. Consider retraining or separation, as applicable.

4.2.1.4. Ensure all assigned controllers without a rated background fly on an operational mission (if possible) prior to certification to enhance understanding of the stressful demands placed on aircrews. The regularity of these missions will be determined at the local level.

4.2.2. The Training Manager will:

4.2.2.1. Be responsible for developing a unit qualification training plan and administering the unit training program IAW this regulation, headquarters, and local unit directives. SIOP-committed unit training managers are also responsible for developing and conducting aircrew training and ensuring unit C2 controllers are qualified and certified to provide 24-hour SIOP support reporting requirements (as required).

4.2.2.2. Be responsible for managing the training programs of other AFSCs assigned to the Objective Wing Command Post.

4.3. Training Projections. Annual training projections will be developed to identify the various training requirements and frequency of training to ensure JPRL task coverage meets or exceeds that shown below:

4.3.1. Written Test CRO List. All applicable Criterion Referenced Objectives (CROs) must be trained/tested at least annually. This is accomplished by training/testing a selected few each month. CROs identified for testing must be identified by JPRL tasks for self-study in the monthly training letter, and then tested prior to the end of the following month.

4.3.2. Performance Evaluation CRO List. All applicable performance CROs must be trained/evaluated at least semiannually by training/evaluating a selected few each quarter. Performance CROs must be identified by JPRL tasks for self-study in monthly training letters for that quarter and trained in at least one performance training session during that quarter. Performance CROs can be trained in one quarter and evaluated in the next quarter, or they can be trained and evaluated in the same quarter. In any event, performance CROs must be trained before they are evaluated.

4.4. Training Source Material. Units must have the documents listed below to be able to prepare ISD based controller training:

4.4.1. JPRL. The JPRL lists the tasks that CP/AMCC controllers must be able to do to accomplish their jobs. Units must tailor the JPRL to local needs.

4.4.2. CRO List. This document consists of CROs that are best evaluated by written test and CROs that are best tested by performance evaluation.

4.4.3. UQTP. The UQTP is the unit developed training outline created by modifying phases of the AMC QTP. Once completed, the UQTP will be used for initial and recurring training. Applicable portions will also be used to train local procedures to controllers TDY from other units.

4.5. Training Requirements:

4.5.1 Certification Training. Certification training is that training administered to controller trainees and controllers without recent AMC C2 experience. The certification training segment is designed to teach or reacquaint C2 personnel with the knowledge and skills necessary to function effectively in the global C2 system. The desired result of this training is a competent controller capable of effectively performing unsupervised duties when necessary. Formal training is intended to further develop and maintain these skills. Certification training is administered by the training manager. ***NOTE:*** Classified information will not be disclosed to trainees until the appropriate security clearances have been granted.

4.5.1.1. The training manager will maintain a controller training outline tailored to meet the AMC JPRL/QTP and unit mission. Controller trainees will use the outline to guide and chart certification training progress. It may be used as a reference guide during, as well as after, certification.

4.5.1.2. The training manager should schedule briefings from other supporting unit agencies such as plans, security police, intelligence, maintenance, etc.

4.5.1.3. The unit OIC/Superintendent will periodically review the progress of trainees in the certification training program and evaluate trainee feedback to ensure that training remains effective.

4.5.1.4. Once certified, the controller training outline may be discarded or given to the controller.

4.5.2. Refresher Training. This is a condensed version of certification training. It is designed to address two controller proficiency conditions:

4.5.2.1. An AMC controller transferred within the command may be certified after being administered only gaining unit refresher training. This training will be specifically designed to meet each individual controller's need for certification. Training should include local procedures and required areas the individual was not previously certified in.

4.5.2.2. Controllers absent from duty:

4.5.2.2.1. Controllers absent from duty for 15 days or more but performing C2 duties: Controllers in this category must review the controller information file (CIF), and be briefed by their supervisor on changes in procedures and significant events that have occurred during their absence prior to assuming shift duty. Controllers will make up formal training conducted during their absence; however, this need not be accomplished prior to assuming shift duty but needs to be done as quickly as possible.

4.5.2.2.2. Controllers absent from duty for 15 to 59 days and not performing C2 duties: Controllers in this category must make up formal training conducted during their absence, review the controller information file (CIF), and be briefed by their supervisor on changes in procedures and significant events that have occurred during their absence. These actions are to be accomplished prior to assuming duty.

4.5.2.2.3. Controllers absent from duty for 60 days or more and not performing C2 duties: Controllers in this category must successfully complete refresher training, a certification evaluation, make up formal training conducted during their absence, and review the CIF prior to being recommended for certification by the designated certifying official. The length of absence will be the primary factor in determining the extent of this

training. Recertification on a locally developed certification form must be accomplished before an individual may perform unsupervised duty. Once recertified, the controllers certification form will be documented accordingly.

4.5.3. Remedial Training: This will be administered to controllers who fail to maintain job performance standards or who obtain less than a satisfactory rating on any portion of a task evaluation. It will consist of supervised reinforcement in the areas of weakness.

4.5.3.1. The Training Manager is responsible for administering Remedial Training IAW the UQTP and the JPRL.

4.5.4. Recurring Training. All controllers must be periodically trained on JPRL tasks and tested on CROs applicable to their unit. Training for many of these JPRL tasks may be satisfied by self-study but certain tasks must be trained in the more formal setting of training meetings and performance training sessions. This training will be conducted on a regular basis and will consist of three basic types:

4.5.4.1. Formal Training. The formal training meeting is a group oriented "training" session in which subjects such as emergency actions, checklist implementation procedures, and items of current interest, as determined by the CP/AMCC managers, will be reviewed and/or briefed. It will be conducted in a "classroom" atmosphere to maximize quality training. Controllers may be tasked to provide briefings on subjects of current interest. Units should have outside agencies brief their particular functions/requirements. This will promote unit/mission understanding, and facilitate good decisions. Within each 90-day period, formal training will total a minimum of 3 hours. Written/computerized testing and administrative or commander's call items will not be credited as formal training. Training meeting minutes will be recorded on a locally generated form. DO NOT include classified material in your locally generated form.

4.5.4.1.1. All controllers (except those excused by CP/AMCC managers) will attend formal training. Controllers who do not attend must make up this training within 5 days of their return to duty. Classified material (when not recorded) will be briefed to controllers by the training manager. Covered material that requires absent controllers immediate action will be included in the CIF.

4.5.4.2. Self-Study. Each month, the training manager will provide a self-study letter detailing areas to be studied by all certified controllers. The letter (a sample letter is contained at Figure 4.1.) will list the JPRL tasks to be self-studied that month and identify JPRL tasks to be performance trained and evaluated for that month/quarter. Controllers are responsible only for the self-study requirements in their areas of certification. The participation of controller trainees (at a suitable point in their training) is encouraged.

4.5.4.2.1. Study requirements will be specifically identified in appropriate directives. Example: AMCI 10-202, Volume 2, chapter 5, paragraph 5.2, or a specific chart, graph, or figure, if appropriate. This provides positive training by focusing controllers on pertinent areas and prevents them from wondering aimlessly through study material.

4.5.4.2.2. The self-study letter may also be used to notify controllers of the dates/times and agenda of the formal training meetings, as well as task controllers to prepare briefings for presentation at the training meetings. Figure 4.1 is an example of a self-study letter.

4.5.4.2.3. The self-study letter will be retained for 12 months from the end of the month they cover.

MEMORANDUM FOR ALL CONTROLLERS 1 Mar 95

FROM: DOCT

SUBJECT: Monthly Recurring Training Letter (March)

1. SELF-STUDY: The following are the self-study JPRL tasks for the month of Mar 95. Controllers should cross reference these tasks with the UQTP. Controllers should review all CROs and study references supporting these CROs.
JPRL TASKS: A08A-01 through A08E-02, B08-01 through B08B-01

2. TRAINING MEETING:
Date: 21 Mar 95
Time: 1400L
Place: CAT.
Agenda: The following is a tentative list of briefings scheduled:

TSgt Watson-	Command Training Plan
CMSgt Finchum	Control of CP/AMCC Physical Plant
	CROs: A08A-01 through A08E-02
MSgt Durham	Operate UHF Radio
	CROs: B08-01 through B08B-01
MSgt Rake	Most missed CROs from Feb self study
LTC Cady	OIC comments
CMSgt Bibbee	Superintendent comments

3. QUARTERLY PERFORMANCE SCENARIOS: Listed below are the performance training and evaluation schedules for this month.

EA Quarterly Performance Training Schedule: The following are the JPRL tasks you will be performance training on during this quarter (Jan-Mar).
JPRL TASKS: D01, D02, D03

4. Should anyone have a question concerning this month's recurring training, contact TSgt Watson immediately.

John Q. Smith, Colonel, USAF
Chief, Command Post Operations

Figure 4.1. Sample Self-Study Letter

4.5.5. Examinations. Each month, each certified controller will be administered a written or computerized examination on each area certified. All controller tests will be criterion-referenced. Written tests will be scored on a percentage of questions answered correct basis with 90 percent needed to pass. All tests will be critiqued to 100 percent. Controllers failing to achieve a passing score will be required to restudy those areas of deficiency and will be retested prior to the next monthly examination. Controllers failing to maintain the standard on two consecutive examinations will be evaluated by the C2 managers, with consideration given to

entry into remedial training. To ensure the desired results of the exams are obtained, controller testing material, i.e., written or computerized examinations and tape training scenarios, should be properly controlled to prevent a compromise or disclosure of testing materials to unauthorized personnel.

4.6. Task Evaluations. At least once every 180 days each certified controller will be administered a task evaluation designed to evaluate job knowledge and performance in each area in which controllers are certified. Results of all evaluations will be recorded on a locally developed form.

4.6.1. The evaluation scenarios should:

4.6.1.1. Be as realistic as possible to evaluate controller/controller team proficiency.

4.6.1.2. Utilize and evaluate checklists and controller team performance.

4.6.1.3. Stress the unit mission.

4.6.1.4. Semiannual evaluations may not be substituted for a monthly written or computerized examination. Higher headquarters evaluations or exercises can satisfy these requirements, if in the opinion of the unit CP/AMCC managers, sufficient training has been experienced. The individual TACC division chiefs can make this determination for their respective cells.

4.6.1.4.1. USAFR units may substitute semiannual task evaluations for written examinations when ancillary training and/or operational taskings preclude compliance with paragraph 4.6.1.4.

4.6.2. Controllers receiving a less than satisfactory rating on any portion of an evaluation must complete remedial/supervised training in the area of weakness and be reevaluated to a satisfactory level before resuming unsupervised duty.

4.7. Training and Certification Areas. Training and certification are conducted in the areas identified in Figure 4.2.

4.7.1. Mission Management (TACC only). This training is administered to C2 personnel assigned to the TACC cells. It encompasses all facets of unit mission movement requirements as well as those requirements and techniques unique to the TACC's global management mission.

4.7.2. Mission Monitoring (Unit Level). This should be the first area of training and certification received by unit C2 controller trainees. However, CP/AMCC managers may deviate from this guidance and certify controllers in other areas to improve personnel shortages in other certification areas. Regardless of the order of certification, all assigned controllers will be certified, and maintain certification, in mission monitoring within 180 days of initial assignment. Mission monitoring training consists of pre-flight, in-flight, and post flight mission execution, as well as mission movement/status reporting. Successful completion of this training enables controllers to effectively execute and report the unit and command mission - air mobility. The following are examples of mission movement reports:

4.7.2.1. Arrival/Departure Messages.

4.7.2.2. Advisory messages.

4.7.2.3. Delay Messages.

4.7.2.4. Recap Messages.

4.7.2.5. Aircraft/Aircrew Location.

	Mission Mgmnt	Mission Monitor	Emergency Actions	Operational Reports	*Operational Reports-SIOP	SORTS
TACC	X		X	X	X	X
CONUS CP		X	X	X		X
CONUS CP SIOP		X	X	X	X	X
AMCC		X		X		X
ARC		X	X	X		X
ARC SIOP		X	X	X	X	X

Figure 4.2. Training and Certification Areas

4.7.3. Emergency Actions. Training in emergency actions procedures applies to AMC CPs as follows:

4.7.3.1. TACC and TACCALT EA controllers will be trained and certified in JCS, USSTRATCOM, USTRANSCOM, USAF, and AMC emergency action procedures.

4.7.3.2. CPs. All CPs will train and certify emergency actions controllers IAW AMCR 10-202, Volume 5. Additionally, all SIOP committed CPs will also train applicable USSTRATCOM EAP requirements as part of emergency actions certification. There is no requirement for a separate USSTRATCOM EA certification area. These additional training objectives are part of the overall AMC EA certification area.

4.7.3.3. 629 AMSS/AMCC controllers will be trained and certified in ACC emergency action procedures as required in the Host Tenant Support Agreement.

4.7.3.4. Controllers at all other AMCCs must be trained in procedures used to implement theater unique readiness action procedures when notified to do so by the host command.

4.7.3.5. AMC-gained Air Reserve Component (ARC) unit EA controllers will be trained and certified in AMC emergency action procedures IAW AMCR 10-202, Volume 5. Those with a SIOP commitment will also train applicable USSTRATCOM EAP requirements as part of their emergency actions certification.

4.7.4. Operational Reports.

4.7.4.1. TACC reports personnel will be certified in one or more of the following areas, as required. Each certified controller's certification record will indicate the specific areas certified:

4.7.4.1.1. WIN.

4.7.4.1.2. SORTS.

4.7.4.1.3. AHS.

4.7.4.1.4. SIOP Support.

4.7.4.2. Unit CPs will train and certify C2 personnel in all applicable reports. C2 controllers identified as SORTS controllers will be trained and certified in the SORTS certification area (not applicable for USAFR CPs). Training in the operational reports-SIOP support category (for those units so tasked) will be IAW Multi-Command Regulation (MCR) 55-8, *(S) Force Management Information System Users Manual (U)*. Certification is accomplished IAW this regulation. The following outlines the operational reports structure:

4.7.4.2.1. Operational Reports. All unit controllers train and certify in this area. Training is accomplished IAW Joint Pub (JP) 6, Volume II, JP 12, Volume IV, JP 25, JP 1-03.3, JP 6-04.10-6-04.60, AFP 102-2, Volume 1, AFI 10-201, AFI 10-206, AFI 10-707, *Spectrum Interference Resolution Program*, AFI 37-126, *Preparing Official Communications*, and AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, and the Military Affiliate Radio System*. Examples of reports in this category are:

4.7.4.2.1.1. OPREP-3.

4.7.4.2.1.2. SITREP.

4.7.4.2.1.3. CIRVIS.

4.7.4.2.1.4. LOSREP.

4.7.4.2.1.5. CAT Activation/Deactivation.

4.7.4.2.1.6. SIR.

4.7.4.2.1.7. USMTF.

4.7.4.2.2. SIOP-Support Reports. Tasked SIOP-support controllers receive training IAW MCR 55-8. Certification is accomplished IAW this regulation. Examples of reports in this category are:

4.7.4.2.2.1. Vehicle Status.

4.7.4.2.2.2. A-Sortie.

4.7.4.2.2.3. Air/Sub Launch.

4.7.4.2.2.4. TNO.

4.7.4.2.3. Status of Resources and Training Systems (SORTS). SORTS controllers will be trained and certified IAW Joint Pub 1-03.3 and AFI 10-201, AMC SUP 1 (not applicable for USAFR CPs). Additionally, ARC units will also comply with their specific headquarters designated regulations.

4.7.5. COMREP Certification Requirements. COMREPs require appropriate certification. The COMREP's immediate commander is the certification official. Maintain the certification record with the host's certification records.

4.8. Controller Certification. Certification provides a consistent standard against which controllers are judged. It serves to quickly determine who has the necessary skills for the job. Certification is contingent upon assessment of an individual's progress by the CP managers and certifying official. All AMC CP controllers must be certified prior to performing unsupervised duties. Certification must also be sustained by completion of all recurring training requirements. Failure to maintain established certification standards will result in immediate entry into remedial training and/or decertification. Mission Management/Mission Monitoring controller trainees may be certified prior to receipt of a final Top Secret security clearance after satisfactorily completing required unit training. If the TS clearance has not been completed within the initial or refresher

training period, certification can still be accomplished if the required DD Form 398 series document has been submitted (in final form) to the local security agency. Controllers in Tanker CPs with SIOP commitments may be certified in all areas other than EA without a final Top Secret security clearance if they have an interim Top Secret clearance and all access to SIOP-ESI material is denied. SIOP-ESI access must be granted prior to controller certification in emergency actions. Interim SIOP-ESI can be granted by the commander IAW AMC supplement to AFI 10-1102, *Safeguarding the Single Integrated Operational Plan (SIOP)*. AMC CPs supporting multiple commands are not required to have tenant commanders interview and certify controllers, nor sign the certification form. Certification by the certification official means the controller is qualified to support all host and tenant units. Ensure all supporting command requirements are included in the unit's training outline/program. Classified information will not be disclosed to trainees until the appropriate security clearances have been granted. **NOTE:** Controllers will not be certified in SIOP EA until final Top Secret clearance has been received.

4.8.1. Certification Requirements:

4.8.1.1. The HQ AMC/TACC/XOC may determine the training and certification requirements for the following:

4.8.1.1.1. TACC/XOC and Deputy.

4.8.1.1.2. TACC Directors of Operations.

4.8.1.1.3. Division Chiefs and Superintendents (East/West/Americas/Global Readiness/Training).

4.8.1.1.4. Chief Enlisted Manager.

4.8.1.1.5. Operations Superintendent.

4.8.1.2. TACC controllers assigned to the East, West, and Americas Cells will be trained and certified in mission management.

4.8.1.3. TACC controllers assigned to the emergency actions cell will be trained and certified in emergency actions.

4.8.1.4. TACC controllers assigned to the Readiness and Global Support Division, Readiness Branch (TACC/XOCZR), will be trained and certified in the specific areas assigned; i.e., WIN, SORTS, SIOP-Support, etc.

4.8.1.5. Unit CP:

4.8.1.5.1. Initial certification for all assigned controllers in the first certification area (preferably mission monitoring) must be accomplished as soon as the controller is qualified, but not later than 90 calendar days after arrival (ARC units see paragraph 13.8).

4.8.1.5.2. The CP Chief and Superintendent may be certified in mission monitoring, emergency actions, and operational reports at unit discretion. It is recommended that the CP Chief and Superintendent at least complete the initial/refresher training course.

4.8.1.5.3. All assigned officer and enlisted controllers will be certified in mission monitoring (which includes mission movement reports). Controllers performing EA functions will be trained and certified in EA. Controllers who gather, compile, process, or quality control SORTS data will be certified in SORTS (not applicable for USAFR CPs). At tanker units supporting the SIOP, controllers will also be certified in SIOP

reporting requirements. All certifications/decertifications will be recorded on a locally developed certification form.

4.8.2. Certification will be accomplished for the following:

4.8.2.1. Satisfactory completion of initial training.

4.8.2.2. Satisfactory completion of refresher/remedial training.

4.8.3. Certifying authorities for all certification areas are as follows:

4.8.3.1. TACC. The TACC Director of Command and Control (XOC) may designate the certification authority between the XOC, Deputy XOC, Mobility Center Directors, or to the lowest level--the individual division chiefs; i.e., East, West, Americas.

4.8.3.2. Unit CP. The wing commander for AMC hosted installations, or the senior AMC representative on an installation where AMC is tenant, may designate the certification authority between the commander, vice commander, or to the lowest level which will be the chief of the CP.

4.8.4. If a controller fails to certify within the required time frame, C2 managers will document the following information and file it in the individual's training folder:

4.8.4.1. Reason for delay.

4.8.4.2. Recommendations regarding continuance of training or retention/nonretention of the individual in command and control duties as well as justification for recommendations.

4.8.4.3. Estimated certification date (only if the individual is recommended for retention).

4.8.5 Certification/recertification documentation:

4.8.5.1. To document controller certification, a locally developed form will be generated to include the following :

4.8.5.1.1. A "Controller's Certificate" block, with the following statement:
"The above named controller, having completed all required training, has been interviewed by me and found to be fully qualified to perform unsupervised duties as an AMC controller."

4.8.5.1.2. The certifying official will use a separate "Certifying Official" block for each area in which the controller is certified.

4.8.5.1.3. Indicate the specific certification area in which the controller is being certified, and the name, rank, and position of the certifying official.

4.8.5.1.4. Figure 4.3. provides an example of a locally developed certification form.

4.9. Controller Certification/Training Records. A record of controller certification and recurring training will be maintained in a single Command Post Controller and Certification Book. Records in section I will be retained for the duration of each controller's assignment. Records in sections II through IV will be retained IAW AFR 4-20, volume 2, and this regulation. This book will be divided into four primary sections as follows:

4.9.1. Section I - Training Certification Records. Maintain a current certification record for each certified controller assigned.

4.9.2. Section II - Monthly Formal Training Records. This section will contain a locally developed form for each formal training meeting conducted per quarter.

4.9.2.1. Actual training accomplished and the actual time used will be reflected.

4.9.2.2. Reason for absence (leave, TDY, hospital, etc.) for each individual absent and the date makeup training was completed will be indicated in the "Personnel Absent" block of the locally developed form.

4.9.3. Section III - Recurring Training. This section will contain the monthly self-study letters signed by the CP managers.

4.9.4. Section IV - Record of Controller Recurring Testing. This section will contain a locally developed form for each month. Each assigned, certified controller will be listed on the form. The results of recurring testing and higher headquarters test/evaluation will also be documented on this form.

4.10. Records Maintenance. With the exception of the certification records maintained in Section I, units must retain training documents in the CP/AMCC training and certification binder for 12 months.

4.11. Controller Decertification. CP/AMCC managers will ensure controllers remain proficient in certified tasks, take immediate action to correct deficiencies, and remove controllers found not suitable for command and control duty. Reassignment, retraining, or discharge actions will be submitted through the local DP unit and coordinated with HQ AMC/DOOC.

4.11.1. Controllers can be decertified for several reasons, including extended periods of absence, failure to maintain regulatory and locally established certification standards, failure of administered test/console evaluations, or security clearance withdrawal. Decertification will be accomplished by the certification authority, but should be based upon recommendation of one of the following:

4.11.1.1. Chief/Superintendent of an AMC CP or AMCC.

4.11.1.2. HQ AMC/IG Inspectors.

4.11.2. All controller decertifications will be documented on the locally developed form by the certification authority. When a controller is decertified, CP/AMCC managers will draw a red line through the applicable certification block on the locally developed certification form and a statement will be entered on the back of the form explaining why decertification was accomplished.

CONTROLLER'S NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	SSAN	DATE INITIALLY CERTIFIED
WATSON, DAVID J.	TSGT	123-45-6789	1 JUN 95

CONTROLLERS CERTIFICATE

The above named controller, having completed all required training, has been interviewed by me and found to be fully qualified to perform unsupervised duties as an AMC controller.

CERTIFYING OFFICIAL **MISSION MONITORING** DATE

JOHN MARTINSON, COL, USAF, TACC/CC 1 JUN 95

CERTIFYING OFFICIAL **EMERGENCY ACTIONS** DATE

_____[RED LINE]_____(*)_____

JOHN MARTINSON, COL, USAF, TACC/CC 15 JUN 95

CERTIFYING OFFICIAL **OPERATIONAL REPORTS** DATE

BILLY JOE BOBB, LTC, USAF EAST DIVISION 15 SEP 95

CERTIFYING OFFICIAL **EMERGENCY ACTIONS (**)** DATE

JOHN MARTINSON, COL, USAF, TACC/CC

CONTROLLER CERTIFICATION FORM, COMPUTER GENERATED

*TSgt Watson was decertified in emergency actions on 10 Sep 95 for failure of a console evaluation in the emergency actions area.

**TSgt Watson was recertified in emergency actions on 15 Sep 95.

Figure 4.3. Controller Certification Record

Chapter 5

MISSION MANAGEMENT/MONITORING

5.1. Mission Movement. Execution of the mission is accomplished by controllers performing pre-flight, in-flight, and post-flight coordination, direction, and reporting necessary to ensure successful mission accomplishment for all tasked missions. As mentioned in Chapter 2 of this instruction, the TACC and AME (when activated) are responsible for Mission Management, while CPs, AMCCs, and TALCEs are responsible for Mission Monitoring. Mission Management and Mission Monitoring are terms used only to identify the difference in scope between the activities involved. At each level, proactive management is required to ensure successful mission accomplishment. The reporting requirements in this chapter are exempt from licensing in accordance with paragraph 2.11.10 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

5.1.1. Mission management is the function of organizing, planning, directing, and controlling AMC airlift and/or tanker missions operating worldwide. Mission management includes mission execution authority, the authority to direct where and when a mission goes and what it does once it arrives there.

5.1.2. Mission monitoring is the function of organizing planning, directing (limited), and controlling AMC airlift and/or tanker missions operating from or through your location. Mission monitoring does not include mission execution authority, except for locally directed missions.

5.1.3. General Responsibilities for Mission Execution. C2 agencies are responsible for managing activities surrounding the execution of the mission and reporting the status of those activities. Some of these activities include, but are not limited to, monitoring the current maintenance status and parking spot of aircraft committed for, or operating missions, and alert/alert backup aircraft. They track loading spots and aircraft towing intentions, as required, and accidents/incidents involving AMC aircraft and associated equipment. Also monitored are the actual time passenger, cargo, and fleet service operations are completed; revisions to payload figures; locations of preferred remote parking spots; information concerning any hazardous cargo (including that required by AFI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*), Department of Transportation (DOT) class and division, gross weight, and net explosive weight (NEW)); air transportation data pertaining to the required and actual movement of AMC Mission Impaired Capability Awaiting Parts (MICAP) and Very Very Important Parts (VVIP) items; and information concerning sensitive cargo and/or passengers (for example, third country nationals) which may restrict reroutes or diversions or require action to comply with the DoD Foreign Clearance Guide; and DV movement information. Other responsibilities and functions are based upon specific unit missions.

5.1.4. After launch, the CP may follow the movement of unit aircraft but normally have no further responsibility for mission execution.

5.1.5. Mission movement reporting for USAFE/PACAF assigned aircraft flying Defense Business Operating Fund-Transportation (DBOF-T) missions operating on AMC mission numbers is accomplished through the AMCCs directly to the TACC. After launch of a mission from an en route station, that station's AMCC normally has no further responsibility for mission execution other than performing the appropriate mission movement reporting.

5.1.6. The AMC C2 System will control all ARC aircraft operating AMC missions as specified by Chapter 13 of this volume.

5.1.7. Unique Responsibilities:

5.1.7.1. The TACC will perform command and control functions until inbound aircraft are within UHF/VHF range of its destination CP/AMCC. The destination CP/AMCC is responsible for advising inbound aircraft of any unsafe conditions and coordinating diversions to alternate airfields with the TACC.

5.1.7.2. The 89 AW CP is the executive agent for exercising control over special air missions (SAM) scheduled by the White House Military Office (WHMO), Airlift Operations. Specifically, the 89 AW CP will:

5.1.7.2.1. Accept and coordinate requests for airlift only from the Office of the Vice Chief of Staff, USAF.

5.1.7.2.2. Coordinate SAM activities to ensure safe and reliable mission accomplishment.

5.1.7.2.3. Maintain a communications system to effectively accomplish the above requirements. Voice communications will be the primary mode to ensure near real-time inputs to all concerned agencies and to ensure safety and reliability of the worldwide airlift of dignitaries of the United States and foreign governments.

5.1.7.2.4. Report real time progress of other than "Close Hold" missions. This will entail entering mission movement information into AMC C2 systems as required by AMCI 10-202, Volume 6.

5.1.7.2.5. Report progress of "Close Hold" missions by exception directly to the TACC Director of Operations.

5.1.7.3. The 375 AW CP is the executive agent for exercising command and control functions over aeromedical airlift missions in the CONUS.

5.2. Aircrew Management. Aircrews are a vital resource in the accomplishment of the AMC mission. To ensure that aircrews are available to support the mission, they must be managed properly. The following responsibilities apply:

5.2.1. HQ AMC/DOO will:

5.2.1.1. Provide staff assistance in the development of operating policies dealing with aircrew management, including policies which address stage and reserve crew management, additional ground time for crew enhancement, and management of aircrew Scheduled Return Time (SRT).

5.2.1.2. Identify opportunities to use computerized methods for aircrew management and coordinate on automated system development and implementation.

5.2.1.3. Identify along with the TACC/XOC, negative trends in aircrew management and the development of recommended corrective actions.

5.2.2. The TACC will:

5.2.2.1. Ensure the mission planning process fosters the efficient use of aircrews.

5.2.2.2. Collect and present real-time data on aircrews away from home station to support efficient aircrew management IAW AMC policies.

5.2.3. Routine short-notice theater requests for JCS priority 2, 3, 4 SAAMs will not be supported with in-system strategic resources other than current prepositioned aircraft, if such an action would require the aircrew to return to home station after their scheduled return time (SRT). Priority 1 SAAMs, natural disaster relief, emergency air evacuation, and JCS directed requests will continue to be supported as required. Exceptions, on a case-by-case basis, must have TACC Director of Operations approval.

5.2.4. All AMC CP/AMCCs will use SRT to manage aircrews in the system. Certain uncontrollable factors, such as maintenance, weather, or ATC delays will cause crews to return to home station after SRT. CP/AMCCs will make every effort to return crews to home station on schedule. Aircrews requesting to overfly their SRT will be approved by the TACC.

5.2.4.1. Once approved, the circumstances and completed coordination should be included as a remark. Do not, repeat, do not change the SRT contained on the GDSS Form 59 or the C2IPS Single Mission Display.

5.3. Aircrew/Mission Support. The aircrew and CP/AMCC interface is accomplished to provide an exchange of required mission information.

5.3.1. CP/AMCCs will provide necessary information to support aircrew needs; i.e.:

5.3.1.1. Aircraft tail number and call sign.

5.3.1.2. Aircraft maintenance status.

5.3.1.3. Aircraft parking spot.

5.3.1.4. Departure time, route, and mission number.

5.3.1.5. Fuel load.

5.3.1.6. Cargo/passenger load.

5.3.1.7. Computer flight plan (when needed).

5.3.1.8. Unique mission requirements.

5.3.1.9. VIP information.

5.3.1.10. Deadhead crew, ACM, etc., information.

5.3.1.11. Itinerary to next crew rest point (or next location with an AMC CP, whichever is more distant).

5.3.1.12. Diplomatic clearance information
.
5.3.1.13. 24-hour access to an Aircrew Intelligence Read File.

5.3.1.14. Air Refueling information (i.e., receiver/refueller, mission status, A/R track weather, unique A/R radio frequencies, etc.)

5.3.2. Although not mandatory for all aircrews, C2 controllers must be able to provide aircrews local departure briefings upon request. Briefing should consist of clearance request, engine start procedures, taxi routes and hazards, departure routes and restriction, hazardous terrain, IFR and VFR emergency return procedures, known destination runway restrictions, etc.

5.3.3. Aircraft commanders will ensure they receive applicable information for each mission. When requested by the aircraft commander, the AMC CP will provide or arrange for additional information or briefings related to such matters as, but not limited to:

5.3.3.1. Buffer zone.

5.3.3.2. Electronic warfare activities.

5.3.3.3. Intelligence/terrorist threat.

5.3.3.4. Diplomatic clearance.

5.3.3.5. Hazardous cargo.

5.3.4. For all en route arrivals, the aircraft commander and additional crew members (ACMs) will contact the appropriate CP/AMCC and provide or receive the following information, as applicable:

5.3.4.1. Stage posture.

5.3.4.2. Legal for alert time/alert window.

5.3.4.3. Crew/ACM orders.

5.3.4.4. Base information handout.

5.3.5. Unit CP/AMCCs should maintain the Airport Qualification Program (AQP) covering appropriate airfields for viewing by aircrews upon request. If equipment and program are maintained by another local function and are available 24 hours a day, that capability can be used to fulfill this requirement. HQ AMC Combat Operations Training Division (HQ AMC/DOT) periodically publishes and distributes a listing of airfields for which AQP programs have been produced. Programs can be ordered through the local audiovisual library.

5.3.6. Prime Knight. This Air Force program is designed to provide high quality and consistent lodging, transportation, and food service support to transient aircrews. Everyone's cooperation will help the aircrew and the CP/AMCC make billeting and transportation arrangements well ahead of the aircrew's arrival. Prime Knight success depends on the accuracy of the aircrew information. The ultimate responsibility for ensuring billeting requirements are passed rests with the aircraft commander; however, AMC C2 facilities will assist the aircraft commander as much as possible.

5.3.6.1. C2 facility notification responsibilities. AMC CPs/AMCCs will ensure current aircrew orders (including ACMs, deadhead crews, MMOs, and MEGPs) are transmitted to the next crew rest station's C2 facility NLT 30 minutes after the mission departs. Primary means of transmission is the facsimile (FAX), secondary is via telephone.

5.3.6.2. Aircrew notification responsibilities. If the mission is departing from a non-AMC facility, the aircrew will call the next crew rest station when able to pass crew count/make-up (including ACMs, deadhead crews, MMOs, MEGPs), and include the number of officers, enlisted, male and female, etc.

5.3.6.3. When the aircrew orders do not include a fund cite, the aircrew must provide a credit card number to hold billeting reservations at down line stations.

5.3.7. CP/AMCCs contacted by any aircraft in need of assistance will take action to guarantee safety of flight and coordinate assistance with the TACC.

5.4. Stage Aircrew Management. The stage aircrew management system prepositions aircrews at critical locations of a planned airflow to minimize the time spent on the ground by mission-ready aircraft due to resting aircrews.

5.4.1. Objective. The objective of the stage aircrew management system is to provide healthy, well rested, motivated aircrews with the appropriate Legal for Alert (LFA) time to accomplish the mission. Effective aircrew stage operations maximize airlift/air refueling capability and increase the efficiency of the overall operation.

5.4.2. Types of Stages:

5.4.2.1. Directional Stage. A stage that flows in only one direction; e.g., eastbound in which aircrews and missions continue in the same direction.

5.4.2.2. Bidirectional Stage. A bidirectional stage is one in which the stage aircrews flow in two or more directions. This type of stage requires more management and decision-making.

5.4.2.3. Mechanical Stage. A stage established by C2 agencies for a specific mission where no stage was originally planned. This is normally accomplished for frequency channel missions in extended delay.

5.4.3. The type stage chosen is dependent on the airflow.

5.4.4. C2 Stage Management Integration. If an AMC C2 facility exists at a stage crew location, as long as the number of seed aircrews provided does not exceed four, the C2 facility is expected to manage the stage. However, if the number of stage crews exceeds four, then a stage management team will be provided. The senior member of this team, the stage manager, will coordinate with the C2 agency and establish which activities will be performed by whom. Total integration and coordination of critical activities, functions, and responsibilities of the stage managers and the C2 agency (CP, AMCC, TALCE, TTF, AME, TACC) are imperative to avoid conflicts and duplication of effort. Effective management of aircrews reduces the overall C2 system workload.

5.4.4.1. Stage System Managers are sourced by TACC/XOOMO and report directly to the Deputy Director of Operations (XOCO) overseeing the operations requiring the stage. Stage System Managers collect aircrew data from Location Stage Managers and provide direction for routine aircrew stage management. Final authority for unusual circumstances rests with the TACC Director of Operations.

5.4.4.2. Location Stage Managers are sourced by TACC/XOOMO and report directly to the TACC Stage System Manager, or Cell Duty Officers. Location Stage Managers must coordinate closely with local C2 agencies to ensure all responsibilities of crew management are completed.

5.4.5. Stage Crew Priorities. (1) Emergency return, (2) SRT, (3) In stage over 48 hours (4) First in first out.

5.4.6. For further information on stage aircrew management procedures and techniques, please see AMCPAM 10-2, *Stage Crew Management*.

5.5. Originating Mission Setups:

5.5.1. Normal Procedure. Not less than 6 hours prior to mission departure, CP/AMCCs will ensure that the following agencies have entered their information into GDSS/C2IPS for each mission departing their station:

5.5.1.1. Current operations, the mission identifier and schedule.

5.5.1.2. Applicable flying squadron, the AC name and last four digits of social security number, squadron, wing, SRT, number of officer and enlisted crewmembers, and the breakdown of the aircrew (numbers of officers male and female, senior enlisted male and female, and junior enlisted male and female).

5.5.1.3. LG, the aircraft tail number and aircraft due home date.

5.5.2. Alternate Procedure. When local input cannot be accomplished due to system outages, NLT 5 hours prior to mission departure, C2 facilities will provide the TACC with the information outlined in paragraph 5.5.1.

5.6. Computer Flight Plans (CFP). C2 agency responsibilities with regard to CFPs are outlined in the forthcoming MCI 11-201, *Tanker/Airlift Operations* (forthcoming).

5.7. Diplomatic Clearance Responsibilities: The TACC International Clearance Branch (TACC/XOCZD) is the focal point for all AMC aircraft diplomatic clearance information. However, that does not relieve CP/AMCC controllers from their responsibility to remain cognizant of diplomatic clearance requirements for missions they are working. Ensure that originating missions depart with diplomatically cleared aircraft and aircrew and that when changes occur en route, the TACC/XOCZD is notified as soon as possible. For further information on diplomatic clearance policies, see AMCI 11-201.

5.8. Border/Buffer Zone Violations. CP/AMCCs will establish procedures to ensure complete information concerning actual or alleged border or buffer zone violations are forwarded, through channels, to the TACC without delay. These procedures will include:

5.8.1. Coordination with local air traffic control, air defense, and command and control agencies.

5.8.2. Thorough debriefing of the aircrew. Copies of navigation logs, flight records (including HF position reports, in-flight weather reports), and other pertinent data will be obtained from the crew. Normally, this debriefing is conducted by the unit CP/AMCC at the first point of landing following the incident.

5.8.3. Ensure the AMC NAF commander and the senior AMC commander responsible for the area in which the incidents occurred and/or aircraft lands are provided all available information to assist in the investigation/debriefing.

5.8.4. OPREP-3 reporting may be required.

5.9. Special Category Missions. Occasionally, an AMC mission is operated with requirements and procedures different from standard missions. These special category missions may place additional demands on the command and control system above those required for normal operations. Mission movement reporting is IAW AMCI 10-202, Volume 6.

5.9.1. CLOSE WATCH. CLOSE WATCH procedures expedite the flow of essential mission information up channel to the agency imposing the procedure and ensure designated missions receive special attention. CP/AMCCs will adhere to the following procedures for CLOSE WATCH missions:

5.9.1.1. Mission movement forms including computer equipment screen faces, i.e., C2IPS, GDSS, used by the CP/AMCC will be prominently annotated (or colorized in C2IPS) with the words "CLOSE WATCH" or the letters "CW" to facilitate the rapid identification of CLOSE WATCH missions.

5.9.1.2. The CP/AMCC monitoring a SAAM CLOSE WATCH mission will ensure the onload and offload contacts (airlift) or receivers (air refueling) are promptly notified of delays that affect on time operation of the mission and will advise them of the revised scheduling.

5.9.2. CLOSE HOLD Missions. AMC operates certain missions which are highly sensitive. These missions place an unusual burden on the command and control system since any facet of the mission may require special handling procedures and limited access. The sensitive information may include the itinerary, the material being transported, or the unit being supported. By identifying a mission as "CLOSE HOLD," HQ AMC limits the access to particular mission information and requires modification of certain command and control procedures. Real time mission movement reporting WILL NOT be accomplished on CLOSE HOLD missions. Specific

modifications to normal command and control procedures, when required, are identified in the tasking order (mission operating directive, OPORD, etc.).

5.9.3. Silent Running. Silent Running operations are designed to permit aircraft movement while minimizing the transmission of in-flight data and air/ground communications. They will operate within the AMC command and control system and will be designated CLOSE HOLD missions. These missions will be preplanned to operate along a specified track or within a planned corridor to minimize conflict with other military missions or civilian air traffic. These procedures may be used in the event normal ICAO procedures become unworkable or undesirable. CP/AMCCs will not transmit to the aircraft unless:

5.9.3.1. The aircraft commander requests information.

5.9.3.2. Emergency situations dictate.

5.9.3.3. Radio transmissions are made at pre-determined times and with pre-determined information required by the mission operating directive.

5.9.4. Special Operations. While most special operations missions can be executed with either normal or CLOSE HOLD procedures, some missions operate outside the scope of the normal AMC command and control system. In such cases, CP/AMCCs will not be provided mission operating directives, OPORD, etc. No services will be required or expected from the CP/AMCC. Special care must be exercised to preclude compromising such missions by queries as to the mission/status of the aircraft. Such queries will not be made without the specific approval of the unit commander. Special operations aircraft commanders or trusted agents will advise CP/AMCCs of services required.

5.9.5. Nuclear Airlift Operations. Nuclear airlift missions are all designated as CLOSE WATCH. The exact status of each mission is continuously monitored by the appropriate CP/AMCC and the TACC. Peacetime Nuclear Airlift missions are flown by the AMC Prime Nuclear Airlift Force (PNAF) IAW MCR 55-18, volume 1, *Nuclear Airlift Operations (FOUO)*. Emergency nuclear airlift will be conducted in accordance with MCI 11-230, *C-130 Strategic Airlift Operations*, MCI 11-241, *C-141 Strategic Airlift Operations*, and MCI 11-205, *C-5 Strategic Airlift Operations*. The guidance contained in this paragraph is general in nature. For specific guidance refer to MCR 55-18, volume 1. Classification of nuclear mission information is governed by the USAF Special Weapons Overflight Guide (SWOG), Air Force Nuclear Weapons Security Classification Guide for Nuclear Weapons, mission directives, and nuclear transportation technical orders.

5.9.5.1. Do not use terms that reveal nuclear cargo is on board a specific aircraft, mission, or at a specific location. The following guidelines should be used for nuclear airlift missions:

5.9.5.1.1. Do not try to talk around classified information on the radio, telephone, or message by substituting terms.

5.9.5.1.2. When discussing a particular mission, use only the mission number. References to the mission number and itinerary are unclassified in themselves. However, including type of security required, mission priority, cargo data, or special regulations that reveal that nuclear cargo is involved may be classified.

5.9.5.2. The TACC will exercise OPCON over all AMC nuclear airlift missions.

5.9.5.3. Any change in the schedule or deviation from the latest published schedule will be reported over secure circuits to the TACC.

5.9.5.4. Mission movement reporting will be accomplished on these missions unless specifically directed otherwise.

5.9.5.5. Nuclear airlift missions designated as CLOSE HOLD will not be entered into GDSS/C2IPS and mission movement reporting will not be accomplished until after mission termination.

5.9.5.6. The TACC will ensure mission movement reporting has been accomplished on CLOSE HOLD nuclear airlift missions which have terminated.

5.10. Mission Movement Reporting. Real-time mission movement reporting is essential for effective and responsive global command and control. To exercise positive command and control, mission movement reporting will be accomplished IAW AMCI 10-202, Volume 6.

5.11. Mission Ground Time. Missions are normally scheduled with planned ground times. Variable ground times may be scheduled to meet operational requirements or to allow for known operating limitations (i.e., air evacuation, SAAMs, diplomatic clearance, operating hours, etc.). When a mission arrives at a station behind schedule, CP/AMCCs and aircrews will attempt to return the mission to its published schedule. Ground times will be adjusted in accordance with the applicable AMCI 11-2XX series directives, consistent with airfield restrictions, flow control and other operational considerations. Crews will make adjustments as directed by the CP/AMCC. Standard ground times are as published in AMCI 11-208, *AMC Operations*. AMC airlift missions supporting JCS exercises and contingencies will normally use ground times contained in the AMC OMNIBUS OPLAN.

5.12. Mission Rerouting/Diversions. If an aircraft commander decides to reroute or divert their aircraft due to an emergency, en route or terminal weather, facility problems, or any other safety of flight consideration, the TACC must be notified as soon as possible. However, no other aircraft may be rerouted or diverted without TACC approval.

5.13. Conference SKYHOOK. Conference SKYHOOK is a communications conference available to aircraft commanders to assist them in coping with in-flight emergencies and other conditions that require expertise not available aboard the aircraft. A Conference SKYHOOK may be initiated at the request of the aircraft commander and is convened at the lowest possible level where necessary expertise is available. For CPs associated with an AMC flying wing, this expertise is normally available from local resources. When this expertise is not locally available e.g., if convening the SKYHOOK for an aircraft type other than that operated by the parent wing, the TACC EA Cell (DSN 576-1706) will be contacted with a specific request for assistance. The SKYHOOK conference will not be elevated for the sole purpose of keeping the TACC informed.

5.13.1. Responsibilities. Each AMC unit commander with a CP/AMCC will establish a communications network that is capable of rapidly (goal is 10 minutes) convening a Conference SKYHOOK. Detailed operating procedures must be developed and coordinated with concerned agencies for establishing and controlling a Conference SKYHOOK. CP/AMCCs without internal conferencing capability will develop procedures to establish the conference through the base switchboard. In this case, the switchboard will be provided a list of potential conferees containing 24-hour phone numbers. This list must be reviewed quarterly for currency. All Conference SKYHOOK activations will be noted in the events log to include problems encountered and appropriate follow-up action required or taken to correct the problems.

5.13.2. Single Point of Contact. An individual, normally the CP/AMCC duty controller, acts as the single point of contact between the SKYHOOK conferees and the aircrew. The aircrew normally will communicate only with the single point of contact. In order to limit the possibility of the aircrew receiving conflicting, repetitive, or confusing guidance, the conference will not include the aircrew unless deemed absolutely essential. When the capability exists, the CP/AMCC will ensure that the conference is recorded. When warranted by the situation, selected conferees (tech reps, standardization or maintenance personnel, etc.) may be placed in direct contact with the aircrew on an individual basis.

5.13.3. To ensure an effective Conference SKYHOOK capability exists, CP/AMCCs will conduct an exercise Conference SKYHOOK a minimum of once each quarter (conducting an actual Conference SKYHOOK will satisfy the quarterly requirement). The exercise will include all required conferees. For CPs, once each year the exercise will include a requirement that will necessitate requesting additional expertise from the TACC EA Cell. For AMCCs, all quarterly exercises will include a request for additional expertise from the TACC EA

Cell. Factors to be considered when evaluating the conference are the availability of conferees, readability and quality of the voice communication, and timeliness to establish the conference.

5.13.4. Operations. The aircraft commander will request a Conference SKYHOOK from the nearest AMC CP/AMCC. On initial contact, the aircraft commander will give the following information (time permitting):

5.13.4.1.. Narrative description of the situation to include actions taken by the crew and the intentions of the aircraft commander.

5.13.4.2. Fuel on board in hours.

5.13.4.3. Position.

5.13.4.4. Altitude and flight conditions.

5.13.4.5. Number of personnel and DVs on board.

5.13.4.6. Qualification of aircraft commander (AC, IAC, FEAC).

5.13.4.7. Planned landing base.

5.13.4.8. ETA landing base.

5.13.4.9. Expertise required.

5.13.5. The CP/AMCC will establish/initiate the Conference SKYHOOK. The number of participants in the conference will vary according to the situation and the nature of the problem. As a minimum, the following conferees/agencies must be capable of participating in the conference during both duty and non-duty hours:

5.13.5.1. CP/AMCC.

5.13.5.2. Unit Commander.

5.13.5.3. Operations Group Commander/Operations Officer (CP only).

5.13.5.4. Aircrew Standardization/Evaluation (CP only).

5.13.5.5. Maintenance Aircraft Coordination Center/MACC.

5.13.5.6. Weather.

5.13.5.7. TACC.

5.14. Radio Discipline. Radio discipline is essential to the conduct of the AMC mission. CP/AMCCs will ensure only information essential to mission execution and not available by other means will be transmitted to, or requested from, airborne aircraft. Every effort will be made to exchange required information with an aircrew prior to departure or after arrival, and by means other than radio when possible. CP/AMCCs will use voice call signs from the Voice Call Sign Listing (VCSL) to the maximum extent to identify military aircraft, organizations, activities, and geographical locations when establishing and maintaining voice communications.

5.15. Hazardous Weather/Runway Conditions. The command and control system must ensure local hazardous weather and runway condition information is disseminated to appropriate agencies and that confirmation is received from those agencies when actions have been taken to prevent damage to AMC assets.

5.15.1. The TACC will monitor weather conditions and pass pertinent information on to en route aircraft that may be affected.

5.15.2. The TACC will coordinate actions with required agencies to preclude damage to AMC aircraft on the ground at locations not served by an AMC CP/AMCC. Direct communications with aircrews and local base agencies will be accomplished as required.

5.15.3. AMC CP/AMCCs will ensure that met watch advisories, weather warnings, and runway surface condition data are received from weather units and base operations and disseminated to local agencies and departing/arriving aircraft.

5.15.4. The requirements outlined above are in no way intended to constrain commanders from exercising their inherent responsibilities for safety of assigned aircraft, both in-flight and on the ground. Commanders will establish procedures that provide "feedback" through the command and control system to indicate met watch advisories, weather warnings, and runway surface condition data has been disseminated.

5.16. Intelligence Watch Procedures. The AMC C2 system must ensure pertinent intelligence information (i.e., terrorist advisories, terrorist warnings, and THREATCONS) is disseminated to appropriate agencies IAW local directives. AMC CP/AMCCs will establish procedures to ensure:

5.16.1. The CP/AMCC and the TACC are advised immediately of local threats to AMC operations, such as civil unrest, terrorist activity, aircrew harassment, etc.

5.16.2. The CP/AMCC advises airborne aircraft of either potential or actual threats to airlift operations.

5.16.3. The CP/AMCC will ensure all required actions are taken to preclude damage to AMC aircraft that are en route to or on the ground at all locations designated in the Terrorist Advisories and Intelligence Warnings.

5.17. Secure Launch Program. Increasing political instability creates situations where AMC forces may find themselves in life threatening situations during seemingly routine missions. To minimize this exposure, the TACC conducts a secure launch control program. Daily launches are scrubbed for those mission segments that will transit unstable regions. After receiving the latest intelligence update, the TACC Director of Operations approves/disapproves the launch into these regions. The decision is entered into GDSS and telephonically forwarded to the departure C2 agency or directly to the aircraft commander as applicable. ACs must maintain close communications with AMC C2 facilities to avoid unnecessary exposure to hostile threats. Specific procedures for the Secure Launch Program are outlined in AMCI 11-201, AMC Operations.

5.18. Aircraft Due-Home Date (DHD). When coordinating substitution, replacement, and rerouting of aircraft, the due-home date of the affected aircraft must be considered. The TACC will coordinate with the unit of assignment prior to extending the mission beyond the aircraft due-home date.

5.19. Control of Non-Mission Capable Supply (NMCS) and Very, Very Important Parts (VVIP). Specific responsibilities are outlined in AMCI 23-102, *Expeditious Movement of AMC VVIP and FSS Items*. The TACC logistics operations center function coordinates all requirements to ensure timely movement of NMCS and VVIP parts and notifies the destination CP/AMCC that NMCS and/or VVIP parts are inbound. CP/AMCCs receiving information on inbound/outbound NMCS and VVIP items will relay this information via phone to the TACC, air terminal operations center, and aircrews, as required.

5.20. Security Control Of Air Traffic And Air Navigation Aids (SCATANA). Upon implementation of SCATANA (forthcoming AFI 13-208) or Safe Passage (NORAD Regulation 55-67) procedures, the air route traffic control (ARTC) system will reroute airborne aircraft as necessary to comply with operating conditions established by the Commander in Chief, North American Air Defense Command. To minimize and maintain control of AMC aircraft, CP/AMCCs will take immediate action to:

5.20.1. Ensure ARTC agencies and aircrews know the wartime air traffic priority list number for each mission.

5.20.2. Attempt to recover aircraft at AMC bases or other operationally advantageous locations.

Chapter 6

MAINTENANCE AIRCRAFT COORDINATION CENTER (MACC)

6.1. General. In conjunction with flightline maintenance, the MACC ensures the daily flying schedule is accomplished, implements emergency action plans, and coordinates special tasking for contingency and war generations. The MACC is responsible for coordinating and monitoring the overall maintenance effort. They will coordinate maintenance activities between sortie generation flights and repair shop support elements. Where conflicts exist between shared resources, they will allocate those resources to meet mission priorities. Manning for the MACC will be in accordance with the Air Force Manpower Standard (AFMS) 135A. This chapter is not applicable for USAFR units.

6.2. Responsibilities. The CP OIC and senior MACC controller, hereinafter referred to as the NCOIC, MACC, must ensure that all MACC responsibilities are met. The responsibilities outlined within this instruction are basic in scope and should be supplemented at the unit level. Basic responsibilities are as follows:

6.2.1. Assignment of maintenance controller duties.

6.2.2. Identify and develop controller training requirements.

6.2.3. Establish MACC duty schedules and rotation plan.

6.2.4. Ensure Quick Reaction Checklists are valid and comprehensive.

6.2.5. Ensure all changes to aircraft maintenance and utilization plans are coordinated with required agencies.

6.2.6. Ensure aircraft maintenance status is updated in an accurate and timely manner IAW MESL and AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, requirements.

6.2.7. Maintain the required management information systems database.

6.2.8. Perform as a liaison between operations, maintenance, and other support agencies.

6.2.9. Perform as the POC for forward support and maintenance recovery actions as directed by the TACC Logistics Operations Center (LOC).

6.2.10. Coordinate logistic PNAF and SAAM requirements.

6.2.11. Coordinate parking and maintenance support actions for transient aircraft.

6.2.12. Inform TACC/LOC of transient aircraft maintenance problems.

6.2.13. Notify flightline maintenance personnel of inbound aircraft ETA and status.

6.2.14. Coordinate and track aircraft parking locations.

6.2.15. Coordinate aircraft tow and engine run operations as required.

6.2.16. Establish manual work center operating procedures for use during extended computer down periods and operations away from home station.

6.2.17. Coordinate required aircraft impoundment and crash recovery actions.

6.2.18. Coordinate and disseminate information and dispatch personnel and resources not available on the flightline.

6.3. Personnel. Personnel will be selected from sortie generating AFSCs and must be qualified on at least one assigned weapon system. All personnel will be interviewed by the NCOIC, MACC, prior to assignment. Those individuals selected will serve a 30 day probation period to determine if they are suited to perform MACC duties. The maximum tour of duty for MACC personnel should be limited to 3 years to ensure that the individual is returned to their primary AFSC duties and to provide for career progression. Each NCOIC, MACC, will develop, and each MACC controller will complete, work center training requirements by position/functional responsibility.

Chapter 7

C2 CONTINGENCY FLIGHT

7.1. General. This chapter outlines policy and procedure for operation of the C2 Contingency Flight. For ease of reference, the 17 person C2 variance authorized at Dover for TDY operations will be referred to as the, "C2 Contingency Flight."

7.2. Background. Since the advent of Operation DESERT SHIELD/DESERT STORM, TDY taskings for AFSC 13BX/1C3X1 personnel have become increasingly difficult to meet. In May 93, it was determined that for the previous 2 years an average of 8 officer and 20 enlisted C2 personnel per month were TDY in support of AMC or other operations. This meant that nearly every AMC Command Post had personnel TDY continuously. The result was that it was becoming increasingly difficult to sustain operations not only at the TDY locations, but also at home station. In view of this, HQ AMC/DOOC requested and was granted a variance of 17 personnel to meet TDY taskings. The decision was made to place these personnel into a single C2 Contingency Flight for ease of management. Since most of the TDY taskings were to the east, Dover was selected as the home station for these personnel.

7.3. Manning. Per the Air Force Manpower Determinant (AFMD), the C2 Contingency Flight will have 6 officers (scheduled to convert to 1C371 master sergeant, FY97/4) and 11 enlisted personnel assigned. Officer personnel are assigned in the normal assignment process. Enlisted personnel are assigned under Special Duty Assignment (SDA) guidelines to eliminate those personnel unable to withstand the extreme hardship associated with up to 130 days of TDY per year.

7.4. Management. The senior officer and senior NCO assigned to the C2 Contingency Flight will be designated as the OIC and NCOIC respectively and will be responsible for the management of all C2 Contingency Flight personnel. They will work closely with the OIC and Superintendent of the Dover Command Post to ensure that all training requirements are met. In addition, they will coordinate closely with the Dover Command Post managers when utilizing Dover Command Post personnel for TDY support. C2 Contingency Flight managers should use 130 days of TDY per person as a goal and management indicator.

7.5. Training. All personnel assigned to the C2 Contingency Flight will be trained and certified IAW the procedures contained in Chapter 4 of this instruction and the guidance contained in the following paragraphs:

7.5.1. Mission Monitoring. Since most TDY taskings will be to locations where there is a need to mission monitor a large number of missions in minimum time, all personnel assigned to the C2 Contingency Flight should be thoroughly skilled in mission monitoring techniques. In particular, personnel should be highly skilled in operating both the Global Decision Support System (GDSS) and the Command and Control Information Processing System (C2IPS), as well as Maximum on Ground (MOG) and stage aircrew management procedures.

7.5.2. Operational Reports. All C2 Contingency Flight personnel will be trained and certified in operational reports as identified in paragraph 4.7.4.2.1. of this instruction.

7.5.3. Emergency Actions. There is no requirement for emergency actions certification for TDY taskings. However, for those personnel not certified in AMC Emergency Actions procedures, they will not be used in an emergency actions position when working in the Dover Command Post.

7.5.4. Weapons Qualification. All C2 Contingency Flight personnel will be qualified in the M-16 and 9MM weapons.

7.6. TDY Tasking. All TDY taskings will be made by the AMC 13BX/1C3X1 functional managers. The tasking will flow to the unit via the daily Air Mobility Tasking (AMT) message.

7.6.1. To ensure that management and training are maintained, the C2 Contingency Flight will not be tasked to provide more than 15 personnel for TDY support at any one time. Once the level of 15 is reached, additional TDY requirements will be sourced from any AMC Command Post, to include Dover, on an equitable basis.

7.6.2. The C2 Contingency Flight OIC and NCOIC must closely manage the number of days each of their personnel are TDY within each fiscal year. Per AMC/CC guidance, 130 days should not be exceeded.

7.7. Personal Responsibilities. All personnel assigned to the C2 Contingency Flight have a responsibility to ensure that their personal affairs are in order. By the nature of the mission, they should anticipate being tasked at any time without time to take care of personal affairs. Therefore, efforts should be undertaken ahead of time to prepare for your absence. For example, the following items should be considered:

7.7.1. DD Form 293 must be current.

7.7.2. All required immunizations must be completed and the shot record annotated.

7.7.3. Government passport must be in possession and current. Unofficial passport is recommended.

7.7.4. If required by the specific tasking, military drivers license should be in possession.

7.7.5. Individual mobility training should be completed (including chemical warfare defense training).

7.7.6. Personal affairs should be in order to include provisions for ensuring all financial obligations are met.

Chapter 8

FACILITIES

8.1. General. This chapter outlines the minimum facility requirements for AMC CP/AMCCs.

8.2. Environmental Requirements:

8.2.1. The working area for a CP/AMCC is based upon the functions to be performed and on the maximum number of persons required to perform those functions during anticipated peak workloads. It should be in accordance with AFI 32-1024, *Standard Facility Requirements*.

8.2.2. Wall and ceiling silencing materials or other means of noise reduction will be used in CP/AMCCs to reduce noise level to a minimum. Raised flooring will be used to facilitate the addition of future communications systems. When the CP/AMCC and the supporting communications center are located adjacent to each other, they will be physically separated by a securable means which facilitates message transfer, e.g., a small pass through door which is securable from the CP/AMCC side.

8.2.3. CP/AMCC Managers and Administrative Section. A specific area should be identified for use by the OIC, NCOIC, and any administrative staff with adequate office space to accommodate the number of personnel and any equipment necessary to perform their day-to-day duties. Privacy and immediate access to the console area are key considerations for the administrative area.

8.2.4. OMC Area. Should allow space not only for day-to-day operations, but also for the extra personnel that may be required during a contingency. Space should be provided for aircrew briefings. Communications equipment requirements outlined in Chapter 9 of this instruction should also be considered when determining space requirements.

8.2.4.1. EA Area. Special attention should be made to ensure the EA controllers are provided a secure area which allows controlled execution of EA procedures. Two situations need to be considered. First, the Emergency Action Message (EAM) formats may only be viewed by certified command post controllers; controller trainees, and the Crisis Action Team Director. A means of restricting visibility by other personnel in the CP must be in place and used during EAM processing. The second consideration is classified discussions. If the unit missions dictate that Top Secret discussion between controllers must take place at any time, then a workable method must be in place to ensure that personnel without a need to know and the proper clearance are restricted from hearing these conversations. Removing the maintenance controllers from the CP at these times is not considered a workable solution.

8.2.4.2. Operational Reports Section. Each CP/AMCC must have an operational reports section whose size and duties are based on the mission they support. This section ensures reporting is completed on time, based on higher headquarters requirements.

8.2.5 MACC Area. Space must be provided for all assigned MACC controllers and their equipment.

8.2.6. Training Section. The training section should have easy access to the console area to facilitate training and testing of C2 personnel.

8.2.7. Crisis Action Team (CAT) Area. To ensure a good crossflow of information, a collocated CAT area is highly desired. If not possible, secure communications must exist between the CP/AMCC and the CAT to ensure effective coordination. The CAT area should be sized to accommodate the CAT and all associated equipment requirements, but is at the discretion of the unit commander.

8.2.8. SRC Area. As per paragraph 1.5.5.4., space must also be provided for the collocation of the SRC during wartime.

8.2.9. Emergency Power. All CP/AMCCs must have and are authorized (AFI 32-1024, paragraph 4.14.4.) a non-interruptable power supply. At those facilities where controller personnel may be required to engage the emergency power equipment, a written operating instruction and/or checklist will provide the details for converting to and operating emergency power. All facilities will be equipped with emergency lighting. Additionally, an adequate supply of flashlights and spare batteries will be immediately available in each CP/AMCC. CP/AMCCs will comply with AFI 31-101, volume 1, *The Physical Security Program*, requirements, if applicable.

8.2.10. C2 Facility Remodeling. When remodeling existing facilities or designing new facilities, provisions should be made within the restricted or controlled area for latrines and break facilities.

8.3. Tanker Airlift Control Center Displays. The TACC will provide space and be able to display appropriate mission information for the AMC/CC and Commander, Task Force-Tankers to manage their assigned forces. Computer generated displays should be utilized. Backup methods will be developed and maintained in case of ADP failure.

8.4. Unit CP/AMCC Displays. The unit CP/AMCC will provide the commander and staff with displays of all information necessary to monitor and manage assigned and en route AMC missions. Computer generated displays are preferred in lieu of manually updated displays.

8.4.1. Displays will be large enough or contain sufficient data storage capability to accommodate information during peak workload conditions. Required displays include:

8.4.1.1. Mission Monitoring.

8.4.1.2. Stage Crew (if applicable).

8.4.1.3. Distinguished Visitor.

8.4.1.4. Key Personnel Locator.

8.4.1.5. Airfield Diagram/Aircraft Parking Plan.

8.4.1.6. Airfield Status.

8.4.1.7. Hazardous Cargo Parking/Convoy Routes.

8.4.2. Other displays required by the commander are authorized. The location of displays and means by which they are exhibited will be at the discretion of the commander. As data processing equipment becomes available, computer generated displays should replace grease boards.

8.5. Alternate CP/AMCCs. The chief of unit CP/AMCCs will develop procedures to perform command and control duties from an alternate site located away from the primary facility. This requirement is not intended to force units to build a duplicate of the primary CP/AMCC, but rather to provide continued C2 should the primary CP/AMCC become unusable. It is understood that some degradation of operational capability will exist; however, alternate facility communications should allow for connectivity with the TACC, unit CAT, Base Operations, Tower, flying squadrons, communications job control, and unit subordinate control centers. UHF and FM capability must also be provided. Consider an emergency generator to power the core alternate C2 facility.

8.6. Physical Security Considerations. Entry control to the TACC and CP/AMCCs, associated equipment/communications rooms, and emergency generators are outlined in AFI 31-101V1, as supplemented. It is the responsibility of each C2 manager, in conjunction with the unit Resource Protection Program Manager, to ensure appropriate security measures are in place and maintained.

8.6.1. AMC does not require command post entrapment areas. Cipher locks and card readers are accepted as suitable devices for securing priority areas. Units that have entrapment areas exceed the AMC standard, but should not dismantle them to conform.

8.6.2. Entry procedures are restrictive to eliminate unnecessary traffic. Unit CP/AMCC entry is controlled by the on-duty OMC controllers only. This is accomplished by the controllers allowing entry or exit as a result of

direct coordination with an individual. On-duty controllers may designate an individual to affect mass entry/exit control when required. No other individuals will admit or allow entry of any persons desiring access without the specific approval of an on-duty OMC controller.

Chapter 9

COMMUNICATIONS REQUIREMENTS

9.1. General. The communications requirements detailed in this chapter are the minimum required for CP/AMCCs to meet their command and control responsibilities. These requirements were validated as a result of the AMC Command Post Template (22 Feb 94) produced by the Air Force Command, Control, Communications, and Computer Agency (AFC4A). If local communications services are not able to meet the communications requirements outlined herein, the responsible AMC organizational commander will submit a letter through command channels to HQ AMC/DOOC requesting assistance.

9.2. Communications Requirements. The communications requirements and equipment listed in this chapter are essential for effective command and control of AMC forces (ARC units also see paragraph 13.6). In addition to the following paragraphs, communications requirements are listed in Figure 9.1.

9.2.1 Record Communication Policy and Requirements. All AMC CP/AMCCs must maintain the capability of rapid, reliable, and secure record communications. To provide this capability, the CP/AMCC will be equipped with TEQCOM, SARAH COM, or a Message Preparation Terminal (MPT). Compliance with the standards of United States Message Text Formats (USMTF) outlined in AFP 102-2, volume 1, is mandatory to ensure interoperability. A non-secure facsimile (FAX) capability is required to facilitate the transmission/receipt of aircrew orders in support of Prime Knight. A secure facsimile (FAX) capability is desired in all AMC CP/AMCCs to facilitate hard copy transfer of classified data.

9.2.2. Voice Communications Policy and Requirements. Reliable voice communications (including secure telecommunications) are required to ensure positive control of AMC forces. Voice communications console requirements include inter and intrabase telephone service, interfaces for UHF, VHF, HF, SATCOM, Land Mobile Radios (LMRs), and voice recorders, etc. CP/AMCCs will be equipped with IMMEDIATE precedence Defense Switching Network (DSN) capability and a calling area commensurate with their command and control responsibility. Full patching and conferencing capabilities are required to support Conference SKYHOOK.

9.2.2.1. Dedicated voice circuits (hotlines) will be installed to provide the following capabilities:

9.2.2.1.1. Two way connectivity between the TACC and each AMC CP/AMCC (not applicable for USAFR CPs).

9.2.2.1.2. The USAF Global HF network. Information may be relayed through a CP/AMCC or via dedicated DSN when the geographical location of the aeronautical station makes a dedicated circuit uneconomical. **NOTE**: This requirement will not be applicable upon installation/activation of the AN/TRC-181 HF radio network.

9.2.2.1.3. Communications with key personnel, staff agencies/members, and others deemed necessary by the unit commander for mission accomplishment.

9.2.2.1.3.1. At unit CPs, as a minimum, provide hotlines for notifying the Wing Commander, Deputy Wing Commander, Operations Group Commander, and Logistics Group Commander in the office as well as in their quarters. (The requirement for a hotline to quarters is not applicable for USAFR CPs). In addition, install hotlines to base operations, weather, tower, the Air Terminal Operations Center (ATOC), law enforcement desk and/or central security control (CSC), and each AMC flying squadron.

9.2.2.1.3.2. At AMCCs, the unit commander will determine those requirements listed in the preceding paragraph which cannot be adequately satisfied through host base CP communications and install those and other locally required circuits to support the mission in the AMCC. AMCCs will have a direct circuit to the host CP.

9.2.2.1.4. Class "A" Telephone Service. AMC CP/AMCCs require a minimum of two class "A" dial lines to facilitate contact with civilian agencies, key personnel, on call staff personnel, aircrews, etc.

9.2.2.1.5. CP/AMCCs require at least one STU-III telephone.

9.2.2.1.6. All telephone handsets and personal headsets within the CP/AMCCs main control room, EA area, and CAT will be equipped with the push-to-talk feature. Local CP/AMCC managers may determine the need for this requirement for other functions collocated, but physically separated by walls, solid windows, and doors from the aforementioned areas.

9.2.2.2. Air/Ground Radios:

9.2.2.2.1. UHF/VHF. Unit CP/AMCCs will have both UHF and VHF radios installed to permit direct contact with AMC aircraft and permit the positive supervision necessary to ensure safe and efficient mission accomplishment.

9.2.2.2.2. HF Radio. The USAF HF communications system is currently the primary means of communicating with aircraft beyond UHF/VHF radio range. Equipment installed at USAF HF aeronautical stations permits connecting telephone circuits (dedicated and/or DSN) to radio equipment to provide direct communications between ground agencies and aircraft. As units are equipped with AN/TRC-181 HF radio systems, that will become their primary HF system.

9.2.2.2.3. SATCOM. Planned for installation in FY96, the Enhanced Manpack UHF Terminal (EMUT) will provide a voice SATCOM link to AMC aircraft and the TACC. All AMC CP/AMCCs are scheduled to receive the EMUT.

9.2.2.2.4. KC-10 AFSATCOM. KC-10 aircrews will utilize AFSATCOM, when appropriate, to pass mission movement and air refueling information. The net controlling agency on the consolidated ground terminal (CGT) will be contacted to pass mission data to the TACC.

9.2.2.3. Land Mobile Radio (LMR). Each AMC CP/AMCC is authorized a LMR system which will consist of a fixed transceiver, vehicular and portable radios. The LMR system need not be on a dedicated net but can be part of the commander's net. In any case, it must be under the control of the CP/AMCC.

9.2.3. Tape Recordings. Each AMC CP/AMCC must have the capability to record voice (radio and telephone) transmissions. With unit consolidation of many 24-hour functions into the command and control center, multi-channel record/playback capability is desirable. The STANCIL 20 channel recorder has been established as the command standard. Priorities for recording are:

9.2.3.1. Conversations with aircraft experiencing an inflight emergency, air abort, or any other hazardous situation.

9.2.3.2. Conversations of other significant events; e.g., bomb threats, civil disturbance, etc. Routine transmissions and conversations need not be recorded.

9.2.3.3. Additionally, a portable cassette recorder is authorized to record training meetings.

9.2.4. Command and Control Information Processing System (C2IPS) or Global Decision Support System (GDSS). C2IPS is currently being fielded to unit CP/AMCCs and is the required unit level mission execution

system. However, until C2IPS is installed, units may continue to use GDSS. The TACC will use GDSS for global mission execution of the mobility mission.

9.2.5. Automatic Weather Distribution System (AWDS). Unit CP/AMCCs will receive their weather information through the distribution system provided by their servicing weather facility. AWDS is the desired method.

9.2.6. Consolidated Aircraft Maintenance System (CAMS). Unit CP/AMCCs will have CAMS and/or GO81 (CAMS for Airlift) to support their assigned mission.

9.2.7. Automatic Notification System (ANS). Each unit CP will have an ANS to support the checklist notification process.

9.2.8. Computer Flight Plan (CFP). Each unit will maintain the capability to modem into the computer flight planning system to retrieve computer flight plans for transient aircrews.

9.2.9. Local Area Network (LAN). At locations where a LAN is installed and operational within the unit of assignment, the CP/AMCC will be included in the LAN.

9.2.10. Single Integrated Operations Plan (SIOP) Communication Requirements. For those units with a SIOP commitment, the following communications systems are required unless otherwise specified:

9.2.10.1. Strategic Operational Conferencing System (SOCS).

9.2.10.2. STRATCOM Automated Command and Control System (SACCS) or AUTODIN capability if not SACCS equipped.

9.2.10.3. Tactical Aircrew Alerting Network (TAAN).

9.2.10.4. Klaxon.

9.2.10.5. KL-43 (requirement is only for units with a Strategic Aircraft Reconstitution Team (SART)).

9.2.10.6. AFSATCOM (AN/UGC-129).

9.2.10.7. Electromagnetic Pulse (EMP) Hardened Dispersal Communications (EHDC). See USCINCSTRAT Emergency Actions Procedures (EAP), Volume 4 (EAP-STRAT Vol 4).

9.2.10.8. Aircraft Alerting Communications Electromagnetic Pulse (AACE). See EAP-STRAT Vol 4.

9.2.10.9. Ground Wave Emergency Network (GWEN). See EAP-STRAT Vol 4.

9.3. Communications Equipment Report (RCS: AMC-XOO(Q)9509). In the past year we have committed a great deal of effort and have made great strides in improving communications within AMC CP/AMCCs. We will continue to do this for the foreseeable future. To target systems for improvement and then set priorities, we rely on our database of information that we have collected on each CP/AMCC. To ensure we make good decisions based on current information, we need you to update us on your situation on a quarterly basis. Please submit updates in January, April, July, and October of each year. These reports should be as of the first day of the month and arrive at HQ AMC/DOOC NLT the 15th day of the month. A sample format is contained in Figure 9.2. This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue electronic reporting during MINIMIZE. USAFR units will submit this report semiannually and include HQ AFRES/DOOCX and the appropriate NAF as information addressees.

9.4. Routing Indicators/Functional Address Symbols (RI/FAC). All AUTODIN messages pertaining to emergency actions, OPREP-3 reports, Crisis Action Team (CAT) activations and deactivations, or distinguished visitor movement information should be addressed to: "RHCUEAC USTRANSCOM AMC TACC EA CELL SCOTT AFB IL//XOCAE//." Other operational information pertaining to mission execution should be addressed to "RHCUMAC HQ AMC TACC SCOTT AFB IL//XOZ//."

9.5. Cryptographic Material. C2 facilities will maintain applicable cryptographic material to include authenticators, encode/decode documents, and keying material as appropriate to their geographical area and unit mission. Under no circumstances will a C2 facility be used as a permanent storage facility for COMSEC material other than that material used by the CP/AMCC. Use of the C2 facility as a temporary overflow storage location for aircrew or courier COMSEC material when primary storage facilities are full is authorized for short periods of time; i.e., overnight.

9.5.1. The Triad Authenticator (KAC/KAL-L500 series) is the standard authenticator used by AMC command and control facilities.

9.5.2. The AKAC-493 encode/decode document is used by aircrews and deployed C2 agencies as a method of transmitting sensitive or classified information when using nonsecure communications.

9.5..3. The TACC and TACCALT COMSEC responsible officers will coordinate the type of cryptographic material/equipment to be held by TACCALT to ensure continuation of secure communication in the event the COOPAMC OPLAN is implemented.

9.6. Jamming And Interference. All aircrews and other radio users will be familiar with the procedures for reporting spectrum interference incidents, specifically meaconing, intrusion, and jamming. They will report spectrum interference incidents IAW AFI 10-707.

	NON-SIOP			SIOP	
ITEM	**CP**	**AMCC**	**ARC**	**CP**	**ARC**
Communications Console	X	X	X	X	X
C2IPS	X	X	X	X	X
AUTODIN Connectivity (TEQCOM, SARAH, MPT)	X	X	D	X	X
STU-III	X	X	X	X	X
Secure FAX	X	X	X	X	X
Non-Secure FAX	X	X	X	X	X
UHF	X	X	X	X	X
VHF	X	X	X	X	X
HF (TRC-181)	X	X	D	X	D
Land Mobile Radio (LMR)	X	X	X	X	X
Voice Recorder	X	X	X	X	X
Weather (preferably AWDS)	X	X	X	X	X
GO81/CAMS	X			X	
Automatic Notification System (ANS)	X			X	
Computer Flight Planning Access (Modem and Mirror III Software)	X	X	D	X	D
Local Area Network	X	X	D	X	D
Display Projection System	D	D	D	D	D
Flight Line Video (Must include a record capability)	X	D	D	X	D
Entry Control Point Video	X	X	D	X	D
Cable TV (CNN access)	X	X	D	X	D
Video Teleconferencing	D	D	D	D	D
Strategic Operational Conferencing System (SOCS)				X	X
STRATCOM Automated Command and Control System (SACCS)				X	
Tactical Aircrew Alerting Network (TAAN)				X	X
KLAXON				X	X
KL-43 (for units with a SART requirement only)				X	X
AFSATCOM (AN/UGC-129)				X	
Electromagnetic Pulse Hardened Dispersal Communications (EHDC)				*	*
Aircraft Alerting Communications Electromagnetic Pulse (AACE)				*	
Ground Wave Emergency Network (GWEN)				X	*

X=Required D=Desired *=See applicable paragraph

Figure 9.1. Communications Requirements

UNCLAS
JOPREP JIFFY
MSGID/GENADMIN////
SUBJ/CP/AMCC COMMUNICATIONS EQUIPMENT REPORT//
POC/NAME/RANK/PRIPHN: DSN //
RMKS/1. THIS IS THE _____(UNIT) CP/AMCC COMMUNICATIONS EQUIPMENT REPORT FOR ____(MONTH) ____(YEAR). ALL INFORMATION IS CORRECT AND CURRENT AS OF _____.
(PART I IS FOR ALL UNITS, PART II IS FOR SIOP COMMITTED UNITS ONLY):
PART I.
A. CONSOLE. MAKE, MODEL, AND APPROXIMATE INSTALLATION DATE. IN ADDITION, IT WOULD BE HELPFUL IF YOU COULD LET US KNOW WHAT CAPABILITIES IT HAS, E.G., PATCHING, CONFERENCING, RADIO INTERFACES, RECORDER INTERFACES, NUMBER OF LINES, ETC.
B. STU-III. MAKE, MODEL, MULTI-LINE CAPABILITY, SECURE FAX CONNECTIVITY, AND WHAT ITS CONNECTED TO, THE DIAL CENTRAL OFFICE OR THE COMMAND POST SWITCH.
C. RECORDER. MAKE, MODEL, AND CAPABILITY, E.G., 20 CHANNEL 24 HOUR PER DAY RECORDING.
D. MESSAGE SEND/RECEIVE CAPABILITY. TEQCOM? SARAH? MPT?
E. FACSIMILE CAPABILITY. MAKE AND MODEL, BOTH SECURE AND NON-SECURE.
F. FLIGHT LINE VIDEO SURVEILLANCE. DOES IT WORK 24 HOURS PER DAY? IS THERE AN INTEGRATED VCR FOR A RECORD CAPABILITY? IS THERE A PROVISION FOR REMOTELY CONTROLLING THE CAMERA POSITIONING AND PANNING/ZOOMING FROM THE CP/AMCC? FROM THE CAT?
G. ENTRY POINT SURVEILLANCE.
H. DISPLAY SYSTEM. MAKE AND MODEL OF PROJECTION SYSTEM FOR BOTH THE CP/AMCC AND CAT. MAKE AND MODEL OF ANY VIDEO SWITCHING SYSTEM USED. WHAT INPUTS DO YOU HAVE TO THE SYSTEM?
I. CABLE TV. ANY SYSTEMS INSTALLED.
J. VIDEO TELECONFERENCING CAPABILITY.
K. LOCAL AREA NETWORK CONNECTIVITY.
L. RADIOS. MAKE AND MODEL OF UHF/VHF/HF RADIOS INSTALLED.
PART II (FOR SIOP COMMITTED UNITS ONLY).
M. TACTICAL AIRCREW ALERTING NETWORK (TAAN) CAPABILITY.
N. KLAXON CAPABILITY.
O. STRATEGIC OPERATIONAL CONFERENCING SYSTEM (SOCS) CAPABILITY.
P. KL-43 CAPABILITY (FOR UNITS WITH A SART COMMITMENT).
Q. STRATCOM AUTOMATED COMMAND AND CONTROL SYSTEM (SACCS) CAPABILITY.
R. GROUND WAVE EMERGENCY NETWORK (GWEN) CAPABILITY.
S. AFSATCOM (AN/UGC-129) CAPABILITY.
T. EMP HARDENED DISPERSAL COMMUNICATIONS (EHDC) CAPABILITY.
U. AIRCRAFT ALERTING COMMUNICATIONS ELECTROMAGNETIC PULSE (AACE) CAPABILITY.
2. PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT YOU FEEL WOULD ASSIST US. FOR EXAMPLE, IF YOU HAVE COMMUNICATIONS SYSTEMS THAT ARE INOPERATIVE, OR THAT DO NOT MEET YOUR MISSION NEEDS, LET US KNOW. IF YOUR PHONES ARE HELD TOGETHER WITH TAPE, WE NEED TO KNOW THAT. IF YOU ALREADY HAVE PLANNED UPGRADES, LET US KNOW WHAT YOUR PLANS ARE.

Figure 9.2. Communications Equipment Report

Chapter 10

CRISIS ACTION TEAMS/CONTINGENCY RESPONSE TEAM/ CONTINGENCY RESPONSE CELL/SIOP RESPONSE CELL

10.1. General. War and certain contingency or emergency situations may require continuous action by AMC Headquarters and subordinate units. Headquarters command and staff personnel assembled to respond to such events are known as the Contingency Response Team (CRT), Contingency Response Cell (CRC), and SIOP Response Cell (SRC). Subordinate unit command and staff personnel assembled to respond to such events are known as the organization's Crisis Action Team (CAT). This chapter touches lightly on the headquarters functions and places emphasis on the subordinate unit function. The subordinate unit CAT is the central agency managed by NAF/wing/group/unit commanders to assist in decision making during emergencies, increased readiness, or expanded operations.

10.2. Policy. Subordinate units establish their CATs IAW this chapter at:

10.2.1. AMC NAFs (as directed by the NAF commander).

10.2.2. AMC Wings.

10.2.3. AMC AMSGs, and AMSSs may tailor these procedures to meet host/tenant requirements.

10.2.4. AMC-gained ARC wings and groups. AMC associate wings provide a representative to the active wing's CAT.

10.2.5. Groups which are not collocated with their parent units.

10.2.6. 375th Communications Group.

10.3. CAT Composition. Contingency situations normally do not require response by the entire staff. Therefore, CATs should be composed of representatives from functional areas which will be needed in a major emergency or contingency operation. The size and composition of the CAT is also dependent upon the organizational/functional role of the unit. Commanders will identify the functional composition of their CATs in appropriate directives.

10.3.1. The officer-in-charge of the CAT, if other than the commander, represents the commander and is known as the CAT Director.

10.3.2. The CAT is convened:

10.3.2.1. Automatically upon an increase in defense readiness condition (DEFCON)/ alert condition (LERTCON).

10.3.2.2. When directed by higher headquarters.

10.3.2.3. When directed by the unit commander.

10.3.3. Commanders will ensure the following documents are readily available to the CAT when it is activated, as appropriate to unit mission and/or host tenant agreement:

10.3.3.1. Unit readiness action regulations list.

10.3.3.2. Unit CAT operating document.

10.3.3.3. AMCI 10-202, Volume 5 (S), or appropriate theater directive. (**NOTE:** EAM formats are releasable only to the CAT Director)

10.3.3.4. War and contingency plans which task the organization.

10.4. Responsibilities:

10.4.1. The unit commander is responsible for:

10.4.1.1. Developing and publishing activation procedures and operating guidance for their respective CAT.

10.4.1.2. CAT management.

10.4.1.3. Implementing procedures to comply with this policy directive.

10.4.1.4. Ensuring newly assigned primary CAT members are trained and maintain proficiency in CAT operations.

10.4.1.5. Ensuring proper OPSEC/COMSEC are followed at all times.

10.4.2. Each primary CAT member is responsible for:

10.4.2.1. Receiving initial CAT training and maintaining proficiency in CAT operations and the particular responsibilities of their assigned position.

10.4.2.2. Each support CAT member is responsible for having a thorough knowledge of the responsibilities of their assigned position.

10.4.3. The CAT is responsible for:

10.4.3.1. Ensuring the accomplishment of all tasked missions.

10.4.3.2. Directing required actions contained in unit support plans.

10.4.3.3. Timely submission of required operational reports.

10.4.3.4. Directing disaster preparedness/response actions.

10.4.3.5. Managing activities which affect the unit's resources which could affect the unit's mission.

10.4.3.6. Monitoring the status of assigned aircraft.

10.4.3.7. Monitoring unit's aircraft launches/recoveries.

10.4.3.8. Monitoring unit mobility operations through the mobility control center.

10.4.3.9. Ensuring the appropriate degree of readiness of subordinate units.

10.4.3.10. Directing actions to attain a specific level of readiness or DEFCON/LERTCON, as applicable.

10.4.3.11. Performing additional actions as directed by the commander or CAT director.

10.5. Host/Tenant Functions. AMC units located at non-AMC bases will ensure AMC representation at host CAT functions to coordinate operations which may impact AMC assets.

10.5.1. Responsibilities:

10.5.1.1. Procedures and plans will be developed to ensure unit taskings can be accomplished and unit assets are protected and available for use.

10.5.1.2. Coordination with the host unit is required to ensure AMC assets can be efficiently employed when the need arises.

10.5.1.3. Coordination with the host unit is required to determine tenant actions/requirements during host MAJCOM readiness changes.

10.6. CAT Response and Activation/Deactivation Reports. CAT teams must assemble within 1 hour of receipt of the activation directive. When the CAT is activated, the director reports assembly to the TACC EA cell via an immediate precedence AUTODIN message, with voice used as a secondary means of notification. CAT Deactivation Reports are submitted when the CAT is no longer formed. Paragraphs one and two of the CAT Activation/Deactivation message are sufficient. These unclassified reports will provide the following information:

10.6.1. Time CAT activated. Example: 071200Z Feb 93

10.6.2. Reason for CAT Activation. Only three reasons will be provided by the unit on UNCLASSIFIED CAT activation reports:

10.6.2.1. Local commander directed.

10.6.2.2. Higher headquarters directed.

10.6.2.3. HQ AMC/IG directed.

10.6.3. CAT phone numbers for primary functional area members. For example, Director, Operations, Logistics Support, etc.

10.6.4. To ensure proper OPSEC practices, references will not be made distinguishing real-world from exercise CAT activations via nonsecure communications.

10.6.5. Figure 10.1. contains the recommended format for the CAT Activation/Deactivation Report.

10.6.6. USAFR units should include HQ AFRES/CAT/DOOC as information addressees.

10.7. CAT Activation Requirements. Each commander will exercise the CAT at least once each calendar quarter. This requirement may be satisfied by a real-world requirement/contingency, by a locally originated exercise, by participation in an exercise directed by higher headquarters, or by higher headquarters inspections which activate the CAT. Implement readiness exercises IAW AMCI 10-202, Volume 5 (S), host base/command procedures, or appropriate theater directive. Each ARC commander will exercise the CAT at least semiannually.

10.8. CAT Member Training. Successful CATs require training to achieve proficient levels of performance. CAT training provides members initial familiarization with the unit's response to taskings and helps members maintain proficiency in CAT operations. CP/AMCC personnel will not be tasked with this training responsibility, but their participation in presentations within their area of expertise is expected.

Precedence: IMMEDIATE

FM: (Unit)

TO: USTRANSCOM AMC TACC EA CELL SCOTT AFB IL//XOCAE//
TACCALT// (Add this addressee when required by AMCI 10-202, Vol 5)

*Classification (Normally Unclassified) JOPREP JIFFY

JOPREP JIFFY

EXER/DO NOT USE

OPER/DO NOT USE

MSGID/RRM/(Unit)/_____//
(Report #)

RMKS/SUBJECT: CAT ACTIVATION/DEACTIVATION (Choose One)

1. (**)THE (Unit) CAT WAS ACTIVATED/DEACTIVATED AT _____Z

2. (**)DIRECTING AUTHORITY:_____
(LCL/CC - HQ AMC - HQ AMC/IG)

3. (**)CAT PHONE NUMBERS FOR PRIMARY FUNCTIONAL AREA MEMBERS:

FUNCTIONAL AREA DSN

NONSECURE_____SECURE_____COMMERCIAL_____

4. (**)FACSIMILE PHONE NUMBERS: SECURE:_____ NONSECURE:_____

5. (**)REMARKS: Use for REAL-WORLD classified or sensitive situations only. Explain reason for CAT activation. If reason is classified, appropriately mark each paragraph. If reason is sensitive but not classified, no paragraph markings are required, but consider using special handling procedures such as Encrypt for Transmission Only (EFTO). DO NOT use this paragraph for exercises.

***DECLAS/OADR//

* Note 1. Classify appropriately. Normally report is unclassified.
** Note 2. Appropriately mark the individual paragraphs when report is classified.
*** Note 3. Use only when report is classified.

Figure 10.1. CAT Activation/Deactivation Report Format

10.8.1. Initial and Recurring Training. The primary responsibility for CAT training rests in each unit. The unit commander/CAT Director will appoint an agency responsible for developing and administering CAT training. Newly assigned primary CAT members should attend a unit developed and administered CAT training program. The initial training program should include:

10.8.1.1. All unit taskings, and briefings.

10.8.1.2. A systematic study/review of applicable CAT policy directives and unit plans.

10.8.2. Recurring training may be accomplished during a locally generated exercise.

10.9. HQ AMC/TACC CRT and CRC. HQ AMC establishes its CRT and CRC in accordance with AMCR 55-28.

10.9.1. The AMC CRT and TACC are tasked to manage command resources to satisfy air mobility taskings. The TACC executes global air mobility operations. Circumstances requiring CRT activation include, but are not limited to:

10.9.1.1. OPLAN/CONPLAN implementation.

10.9.1.2. Natural Disasters.

10.9.1.3. Time-sensitive, high-priority air mobility taskings.

10.9.1.4. Major peacetime accidents involving hazardous materials.

10.9.1.5. Operational Readiness Inspections (ORIs).

10.9.1.6. Command Post Exercises (CPXs).

10.9.2. CRT. The Directorate of Operations is responsible for operation of the CRT. The CRT consists of each AMC Director, Chief of Special Staff Office (SSO), the TACC/CC, and the NAF commanders.

10.9.3. As potential air mobility operations develop, the HQ AMC/CV may direct activation of the CRT. The Contingency Response Cell plans initial AMC responses with inputs from staff functional experts. After the plan is handed to the TACC for execution, the CRC works closely with TACC Director of Operations (TACC/XOZ) to resolve roadblocks to plan execution. Normally, resolution is accomplished between the CRC Director, TACC Director of Operations, CRC, and their staffs. However, occasions may arise where the corporate input of the CRT may be required to rectify problems outside the purview of the TACC and the CRC. Each directorate and SSO will support the CRC with highly qualified functional representatives. Representatives to the CRC serve as direct liaisons with their DCS or SSA, and as such, should at least hold a branch chief position.

10.10. **HQ AMC SRC**. The SRC is responsible for generating AMC forces supporting USSTRATCOM's SIOP mission. The SRC is headed by Commander Task Force - Tanker (CTF-294) who is 15AF/CC. The SRC convenes quarterly to direct SIOP exercises.

Chapter 11

AIRCREW TRAINING

11.1. Purpose. This chapter applies only to tanker units, to include ARC units, supporting a SIOP commitment. This chapter is also applicable to ARC units converting to the KC-135 aircraft. It outlines unit aircrew Command Control Procedures (CCP) training and instructor qualification requirements. Training will be conducted IAW applicable USSTRATCOM publications and applicable portions of Lesson Plan 9, AMC Initial Aircrew EAP Training.

11.2. Command Control Procedures (CCP) Instructor Qualifications. CCP instructors must be identified in writing by the unit commander. Before assuming instructor duties, training must be received by attending a formal school outlined in AFCAT 36-2223, *USAF Formal Schools*.

11.3. Training Plans. Each CP will develop unit training plans reflecting initial and recurring training requirements to include areas from USSTRATCOM emergency action regulations/directives, AMLP and other applicable publications.

11.4. COMSEC Material Training.

11.4.1. The training plans will also project training on the following COMSEC documents when applicable:

11.4.1.1. TRIAD.

11.4.1.2. USKAC-72.

11.4.1.3. USKAC-D-221.

11.4.1.4. USKAC-D-2290

11.4.1.5. Any other applicable COMSEC material.

11.4.2. Combat Crew Communications will train aircrews on remaining COMSEC materials (e.g., MODE 4 keying, HAVE QUICK, secure UHF, etc.).

11.5. Aircrew CCP Training Guide/Documentation Binder. The CP will establish and maintain CCP training lesson guides and associated documentation as follows:

11.5.1. Instructor Qualifications. Maintain a letter signed by the unit commander appointing primary and alternate CCP instructors. Maintain and dispose of files IAW AFI 37-138, Records Disposition--Procedures and Responsibilities.

11.5.2. Initial and Recurring Material. Initial and Recurring Training Plans may be consolidated into one plan. The unit's recurring training plan will project training requirements for a 12-month period. Review each applicable actual/exercise emergency action message (EAM) at least once every 180 days. Units will add unit specific notes and amplifications, as allowed by governing directives, to support all unit taskings. Lecture/discussion or training tapes will be used for review. The last four quarters recurring training lesson plans will be maintained and disposed of IAW AFI 37-138.

11.6. Initial Training.

11.6.1. AMC Concept of Tanker Aircrew Command and Control. Upon completion of initial training, crew members must be totally qualified in alert response procedures to include copy/decode, message validation, checklist processing and operational reporting.

11.6.2. Lesson Plans/Scripts:

11.6.2.1. Unit CCP instructors will conduct initial aircrew CCP training using their local training plan.

11.6.2.2. Units will develop EAM/operational reports scripts in support of the AMC Initial Aircrew EAP Training Lesson Plan and unit specific taskings. Scripts will be used by crew members to practice copy/decode and validation of various SIOP actual and exercise EAMs.

11.7. Recurring Unit Aircrew Training. Aircrew recurring training will be conducted quarterly (at a minimum) for 3 hours. (Due to scheduling concerns for ARC units on UTA weekends, it is acceptable to conduct CCP training monthly for one hour (at a minimum)). During this quarterly training, review items covered during initial training to ensure each crew member maintains a strong proficiency level in CCP and operational reporting. Additionally, any formal changes to tanker CCP and checklists must be covered during recurring training.

11.7.1. General:

11.7.1.1. The OIC/Superintendent of a SIOP-committed CP is responsible for the training of tanker combat crew members in CCP and operational reporting requirements. Crew members will review any procedural changes in USSTRATCOM EAP policy directives. Additionally, crew members will be required to copy and decode EAMs and answer scenario related questions.

11.7.1.2. The OIC/Superintendent of the CP will:

11.7.1.2.1. Be responsible for training.

11.7.1.2.2. Provide AFORMs personnel a record of CCP training attendees.

11.7.1.2.3. Review training results for developing trends.

11.7.1.2.4. Periodically attend a CCP session to ensure effective training is accomplished.

11.7.2. Lesson Plans:

11.7.2.1. Lesson plans are designed to fulfill the following objectives:

11.7.2.1.1. Ensure instructor knows subject material needed to conduct the class.

11.7.2.1.2. Ensure instructor knows training aids/material the student must have during the lesson.

11.7.2.1.3. Delineate subjects presented during class to include source document references.

11.7.2.1.4. Serve as a record of what subjects and training requirements were covered each quarter.

11.7.3. Training Tapes/Scripts:

11.7.3.1. The CP training officer/NCO will prepare an EAM and operational reporting script/tape test to use during quarterly training. Scripts will be maintained for a minimum of three quarters (current quarter plus two previous quarters).

11.7.3.1.1. Each script will be constructed to run from start to finish and contain a minimum of four actual EAM situations and one operational reporting situation applicable to the unit's SIOP mission. Units with multiple commitments (e.g., SIOP, SRF, SCACS support, etc.) should alternate their quarterly scenarios to train all aspects of the unit's varied commitment. The tape test will be conducted in a controlled environment and will be accomplished as a crew effort. Minimum passing score is 100%.

11.7.3.1.2. A crew failing the tape test must be retrained and retested immediately. If the retest is failed, the CP OIC/Superintendent must recommend to the certifying official the crew be removed from alert combat ready status. Further retraining and testing in the area of weakness will be accomplished before recertification.

11.7.3.1.3. Properly mark and control classified tapes and tape containers IAW DoD 5200.1 and AFPD 31-4.

11.7.4. Upon completion of initial training and at least seminannually thereafter, each crew member will complete a crew effort, multiple choice (20-25 questions), open or closed book, written examination covering pertinent items from USSTRATCOM EA procedures. Exam will be critiqued to 100 percent.

11.7.5. Self-Study Program. The unit commander will ensure adequate time is available for individual self-study. The scope and depth of self-study is the responsibility of each crew member.

11.8 Unit Scheduling and Documentation.

11.8.1. Initial CCP training must be scheduled to meet crew SIOP certification requirements and requires close coordination between the unit CP chief, aircrew training, and the unit plans function for scheduling efficiency. Initial training and SIOP certification for a single individual should be kept to a minimum. Proper coordination within the unit should preclude the requirement for one-on-one regulation.

11.8.2. The CCP instructor is responsible for conducting recurring aircrew CCP training on a quarterly basis. To facilitate scheduling the following procedure is recommended:

11.8.2.1. The CCP instructor, in coordination with the unit aircrew ground scheduling, establishes the dates and times each week or month when a CCP instructor will be available to conduct recurring training and/or recurring evaluation. If possible, recurring training should be conducted on the same days each week and at the same time and place to reduce scheduling problems.

11.8.2.2. Aircrew training sections are responsible for scheduling crew members, tracking currency for CCP, and notifying the Operations Group Commander of delinquencies. The ground scheduling section should be made aware of the number of crew members that can be accommodated during any CCP class. Training materials (QRBs, crypto documents, room size, etc.) may be a limiting factor in the number of personnel attending a CCP class. Proper coordination within the unit should preclude requirement for one-on-one instruction.

11.8.3. Documentation of training accomplished is the responsibility of the unit AFORM's section. The CP instructor will complete an attendance roster or sign off the aircrew member's ground training form for each CCP class conducted. Attendance rosters will be processed IAW unit aircrew training section written procedures for crediting of training.

11.9. Higher Headquarters Aircrew CCP Evaluation (Also applies to ARC). Crew members will be tested by the HQ AMC/IG team using tape exams and/or written exams based on pertinent directives applicable to assigned weapon systems. Minimum passing score is 100%.

Chapter 12

CONDITIONS OF SECURITY OPERATIONS

12.1. Purpose. The term "threat condition" (THREATCON) signifies an ordered series of conditions (NORMAL and ALPHA through DELTA) that may be applicable to all Air Force commands and units possessing or supporting priority A, B, or C resources. It also signals a series of predetermined, yet gradual security operations that can be directed by the Air Force Operations Support Center/Air Force Emergency Operations Support Center (AFOSC/AFEOSC), USCINCTRANS, or AMC/CC to counter threat force activities. THREATCONs may also be declared at base level by the unit commander to counter a local threat and provide up-channel notification of such action.

12.2. Procedures:

12.2.1. Down-Channel Alerting. THREATCON Alerting Messages (TCAMs) can be nondirective, or directive, depending upon the scope of the threats:

12.2.1.1. Nondirective. A down-channel TCAM can be initiated by AFOSC/AFEOSC or USCINCTRANS, or the AMC/CC to all AMC bases where priority resources are located. The TCAM is preceded by the originator's identification; e.g., "AMC THREATCON ALERTING MESSAGE" or "USAF THREATCON ALERTING MESSAGE." The TACC EA Cell immediately relays the message to subordinate units. TCAMs may be intended for specific bases, geographical areas, command-wide, or USAF-wide. TCAMs will provide a synopsis of the situation that led to the dissemination of the TCAM. When a threat exists, the wing/unit commander, along with intelligence and security staffs, evaluates the threat and determines the best course of action to protect wing/unit resources. The following is an example of a Nondirective TCAM:

"THIS IS THE TACC WITH AN AMC THREATCON ALERTING MESSAGE FLASH CALL NUMBER ZERO ZERO ONE. SITUATION SYNOPSIS: GRAND FORKS AND FAIRCHILD AIR FORCE BASES HAVE REPORTED COVERED WAGONS IN PROGRESS WITH SIMILAR RESOURCES TARGETED. ALL INSTALLATIONS ASSESS LOCAL CONDITIONS. AUTHENTICATION TIME IS ZERO FIVE ONE NINE ZERO ZERO. AUTHENTICATION IS MIKE HOTEL. ACKNOWLEDGE ON ROLL CALL (ROLL CALL). TACC COPIES ALL ACKNOWLEDGEMENTS. TACC OUT."

12.2.1.2. Directive. TCAMs may direct units to assume a specific THREATCON posture. The implementation of emergency security operations in response to a TCAM will be sustained until cancellation orders are issued by the originating authority. OPREP-3 BEELINE reporting is required for locally declared THREATCON changes, however, is not required for higher headquarters directed changes. The following is an example of a Directive TCAM.

"THIS IS THE TACC WITH AN AMC THREATCON ALERTING MESSAGE FLASH CALL NUMBER ZERO ZERO TWO. THE AMC/CC HAS DECLARED AN AMC THREATCON FOR THE CONUS UNITS, EFFECTIVE ZERO SIX ONE EIGHT ZERO ZERO. IMPLEMENT THREATCON CHARLIE. AUTHENTICATION TIME IS ZERO SIX ONE EIGHT ONE ZERO. AUTHENTICATION IS MIKE HOTEL. GRAND FORKS, MCCHORD, TRAVIS, AND FAIRCHILD AIR FORCE BASES HAVE REPORTED COVERED WAGONS IN PROGRESS. ACKNOWLEDGE ON ROLL CALL (ROLL CALL). TACC COPIES ALL ACKNOWLEDGEMENTS. TACC OUT."

12.2.2. TCAM Numbering. The TACC will sequentially number each TCAM using a three-digit serial number. Serial numbers will be used on a monthly basis, in ascending order starting with 001, 002, 003, etc. Therefore, the first TCAM of any month will begin with 001. AUTODIN TCAMs will contain the same sequence number as its associated voice message.

12.2.3. Up-Channel THREATCON Reporting. When a change to the local THREATCON level occurs, the command post immediately up-channels an OPREP-3 BEELINE report (RCS: HAF-XOO(AR)7118). If the reason for the change is classified, the message should be appropriately classified. The OPREP-3 BEELINE should contain a brief but thorough synopsis of the reason for the THREATCON change. OPREP-3 messages describing THREATCON changes will be addressed IAW AFMAN 10-206, and AIG 12835 will be included as an action addressee. Address any follow-on messages to the same agencies as the initial.

12.3. Means of Transmission. A TCAM Flash Call alerting order or cancellation will be transmitted initially by voice followed by a written message. For AMC-initiated Security Police Staff Assistance Visits (SPSAVs), the TACC EA Cell will transmit only the initial ALERTING order. Cancellation of the alerting order will be by a team member of the SPSAV.

12.4. Authentication. THREATCON ALERTING orders originated/relayed by the TACC EA Cell will be authenticated using the TRIAD Authentication System.

12.5. Actions Upon Receipt. Accomplish the actions outlined in the TCAM Flash Call Checklist (See Figure 12.4.) CP managers will expand this checklist to include local procedures.

"THIS IS _____WITH A (AN) _____THREATCON
(Originator) (Exercise/USAF/AMC/Corrected)

ALERTING MESSAGE FLASH CALL, STAND BY. (REPEAT AT LEAST TWICE)

SITUATION SYNOPSIS:_____
_____
_____
_____
_____

AND/OR

_____ HAS DECLARED/CANCELED A (AN) Exercise/USAF/AMC THREATCON
(Declaring Authority) (Circle One)

FOR _____, EFFECTIVE_____Z
(Applicable Unit(s) (DTGZ)

IMPLEMENT/CANCEL THREATCON: ALPHA, BRAVO, CHARLIE, DELTA (Circle One)

AUTHENTICATION TIME IS: _____ _____ _____ _____ _____ _____Z.

AUTHENTICATION IS: _____ _____

REMARKS:_____

ACKNOWLEDGE ON ROLL CALL (PAUSE) (ROLL CALL) _____COPIES ALL
(Originator)

ACKNOWLEDGEMENTS (EXCEPT) . . . . . _____OUT."
(Originator)

Figure 12.1. TCAM Flash Call Voice Format.

FROM: TACC

TO: AIG 593
AIG 12835
HQ USAF WASHINGTON DC//SP//
HQ AFSPA KIRTLAND AFB NM//SPA//
INFO: AFOSC WASHINGTON DC
USCINCTRANS SCOTT AFB IL//TCJ3/4//

UNCLAS E F T O JOPREP JIFFY

OPER/_____ (NOTE 1)
(Operation Name if applicable)
EXER/_____ (NOTE 1)
(Exercise nickname if applicable)

MSGID/SYS.RRM/_____/_____/-/_____/_____//
(Originator) DTGZ) (NNN-Sequence Nbr) (Month)

REF/A/VMG/TACC/_____ (NOTE 2)
(DTGZ)

RMKS/THREATCON ALERTING MESSAGE _____ (Correction)
(NNN-Sequence Number)

SITUATION SYNOPSIS:_____

_____

_____

1. _____HAS DECLARED/CANCELED AN _____
(Originator) (USAF/AMC/Exercise, etc.)

THREATCON FOR _____.
(Applicability)

2. EFFECTIVE _____.
(DTGZ)

3. IMPLEMENT/CANCEL_____.
(Alpha, Bravo, Charlie, Delta)

4. REMARKS: (As required)_____

NOTE 1: Use SET applicable to situation. If not applicable, delete the sets.

NOTE 2: DTG will be the same as the authentication DTG of the applicable voice message.

Figure 12.2. TCAM Format.

Situation: TACC follows up a preceding voice THREATCON Alerting Message Flash Call with an AUTODIN message. The AMC/CC directs CONUS units to assume THREATCON CHARLIE.

FROM: TACC

TO: AIG 593
AIG 12835
HQ USAF WASHINGTON DC//SP//
HQ AFSPA KIRTLAND AFB NM//SPA//

UNCLAS E F T O JOPREP JIFFY
MSGID/SYS.RRM/TACC/001/DEC//
REF/A/VMG/TACC/061810ZDEC94//
RMKS/THREATCON ALERTING MESSAGE NUMBER 002
1. THE AMC/CC HAS DECLARED AN AMC THREATCON FOR CONUS UNITS.
2. EFFECTIVE ZERO SIX ONE EIGHT ONE ZERO.
3. IMPLEMENT THREATCON CHARLIE.
4. REMARKS: GRAND FORKS, MCCHORD, TRAVIS, AND FAIRCHILD AIR FORCE BASES HAVE REPORTED COVERED WAGONS IN PROGRESS.//

BT

Figure 12.3. Sample AUTODIN TCAM.

12.6. Threat Conditions (THREATCON):

12.6.1. THREATCOM NORMAL. A general threat of possible terrorist activity exists, but warrants only a routine security posture.

12.6.2. THREATCON ALPHA. A general threat of possible terrorist activity against personnel and facilities exists, the nature and extent of which are unpredictable. Circumstances do not justify fully implementation of THREATCON BRAVO measures, but certain measures from higher THREATCONs may be necessary based on intelligence reports, or as a deterrent. Installation commanders must be able to maintain this THREATCON indefinitely.

12.6.3. THREATCON BRAVO. An increased and more predictable threat of terrorist activity exists. Installation commanders must be able to maintain these THREATCON measures for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authorities.

12.6.4. THREATCON CHARLIE. An incident occurs, or intelligence is received that indicates imminent terrorist acts against personnel and facilities. These measures are intended to be short time; maintaining them for a long time will probably create hardship and affect the peacetime activities of the unit and its personnel.

12.6.5.. THREATCON DELTA. A terrorist attack occurred or intelligence indicates that terrorist action against a specific location or person is likely. Normally, this THREATCON is a local condition..

THREATCON ALERTING MESSAGE FLASH CALL CHECKLIST

____1. VERIFY TCAM FLASH CALL CHECKLIST.

____2. ANNOTATE TOR ____ ____ ____ ____ ____ ____Z.

____3. COPY MESSAGE ON TCAM VOICE MESSAGE FORMAT.

____4. VERIFY AUTHENTICATION. IF INVALID, NOTIFY TACC EA CELL:

"THIS IS _____. THREATCON AUTHENTICATION INVALID.
(UNIT)

REQUEST CORRECTION."

____5. DETERMINE APPLICABILITY OF MESSAGE AND NOTIFY THE FOLLOWING:

____ A. CENTRAL SECURITY CONTROL (CSC). RELAY TCAM MESSAGE.
Continue with local procedures

____6.

Figure 12.4. TCAM Flash Call Voice Format Checklist.

Chapter 13

AMC-GAINED AIR RESERVE COMPONENT (ARC) C2 POLICIES AND RESPONSIBILITIES

13.1. General. This chapter describes the AMC C2 relationship regarding the AMC-gained ARC. The basic responsibilities and procedures of this volume are applicable to ARC units. Exceptions to AMC procedures are noted so ARC units may conduct realistic training programs and maintain a level of proficiency commensurate with their pre and post mobilization capabilities.

13.1.1. AMC-gained ARC CPs, as a part of the total command and control capability, are the initial and primary source of augmentation forces in any emergency that requires rapid and substantial expansion of USAF capability. It is essential that these forces be staffed, trained, and equipped with the resources required to meet their wartime tasking.

13.1.2. The mission of the two components is to train and provide qualified personnel for active duty in the Air Force:

13.1.2.1. To support wartime requirements.

13.1.2.2. To perform such peacetime missions as are compatible with ARC training requirements and the maintenance of mobilization readiness.

13.1.2.3. To conduct training in support of total force capabilities.

13.2. Command Jurisdiction. Command jurisdiction of all nonmobilized units of the ANG is vested in the governor of the applicable state or commonwealth. Similar command jurisdiction for USAFR units is vested

in the Commander, USAFR who in turn is responsible to the Chief of Staff, Air Force (CSAF). When units or individuals are ordered to extended active duty (EAD), jurisdiction will be vested as follows:

13.2.1. Under a Presidential call-up issued pursuant to 10 USC. 673b, administrative jurisdiction will remain unchanged. Operational control of AMC-gained forces is transferred to AMC/CC.

13.2.2. Under mobilization authority, command jurisdiction of AMC-gained forces transfers to AMC/CC.

13.3. Operational Control (OPCON). The agency exercising operational control functions of ARC forces is determined by whether an aircraft is operating a non-AMC, ARC, or AMC mission segment. The mission number itself reveals whether it is an AMC or non-AMC ARC segment. The reporting requirements in this chapter are exempt from licensing in accordance with paragraph 2.11.10 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

13.3.1. An ARC aircraft operating on an AMC mission number indicates OPCON has been temporarily transferred to AMC. AMC control commences when the aircraft arrives at the station where an AMC mission originates and ceases upon arrival/offload at the station where the AMC mission terminates.

13.3.2. An ARC mission number indicates the controlling ARC agency retains OPCON.

13.3.3. Prior to mobilization, HQ AFRES maintains waiver authority for all USAFR unit equipped (UE) aircraft and aircrews. ANGRC/DO maintains waiver authority for all ANG UE aircraft and aircrews. AMC CPs will process waiver requests through the AFRES Command Center for transiting USAFR aircraft and aircrews and through the ANG Operations Center for ANG aircraft and aircrews.

13.4. Support of Air Reserve Component (ARC) Aircraft:

13.4.1. ARC aircraft operating an AMC mission will be provided the same operations, intelligence, ground, and logistics support as AMC aircraft.

13.4.2. ARC aircraft operating a non-AMC mission will receive operations, intelligence, ground, and logistics support at AMC bases within the unit's capability. Aircraft operating through a non-AMC base hosting an AMC tenant unit will receive logistics support from the host's transient maintenance. Operations and ground support will be furnished by the AMC tenant unit if such support is within its capability and does not conflict with mission priorities.

13.4.3. AMC CPs will submit mission movement messages on ARC aircraft operating AMC missions/segments. This includes all mission segments except initial departure from home station and the final arrival at home station which will be submitted by ARC agencies. ANG units will report mission movement to ANGRC/DOOC IAW ANGI 10-205 and USAFR units will report mission movement to the AFRES Command Center IAW AFRESI 11-201.

13.4.4. When ARC aircraft operating AMC missions transit stations that do not have an AMC CP, the aircrew will pass the movement information to the HQ AMC/TACC via DSN or HF phone patch.

13.4.5. For AMC-gained aircraft operating on non-AMC missions at locations without Air Force maintenance service, the ANGRC or USAFR unit providing the aircraft or aircrew is responsible for maintenance support.

13.4.6. ANG and USAFR CPs are authorized direct contact/coordination with the HQ AMC Tanker Airlift Control Center (TACC) when the need arises if ARC airlift/tanker aircraft are operating on AMC mission segments and for those ARC missions operating outside of the CONUS.

13.5. Functions Of AMC-Gained ARC CPs. Functions of ARC CPs should parallel the active duty CPs. When AMC and ARC directives conflict, the appropriate ARC directives take precedence until unit mobilization. The following procedures apply:

13.5.1. ARC CPs will maintain an OI detailing call-up/mobilization actions for their agency.

13.5.2. Events Logs. In addition to the instructions outlined in paragraph 2.4, Events Logs will be used for each period the ARC CP is open for duty (i.e., training periods, unit training assemblies (UTAs), daily if an Air Reserve Technician (ART), etc.). A new log will be opened and closed each ZULU day the CP is open. For USAFR units, the CP Chief/NCOIC (or in their absence, the senior Air Reserve Technician) will review the events logs at least once each week.

13.5.3. AMC gained ARC CPs will maintain all applicable QRCs required to support the unit mission.

13.5.4. Unit commanders will determine the hours of operations for an ARC CP until federalized or mobilized.

13.5.5. Each ARC CP will maintain publications required to perform command and control duties and have immediate access to a functional publications library.

13.5.6. ARC CPs are not required to submit the monthly AMC Form 5, Command and Control Manning Report to HQ AMC/DOOC.

13.5.7. Controller Information File (CIF) items may be maintained for up to 6 months but will be removed after that period. CP managers will establish procedures for periodic CIF screening (at least monthly) to ensure items maintained in the CIF are current or have been removed when required.

13.5.8. ARC unit CPs are not required to maintain the Airport Qualification Program (AQP).

13.5.9. ARC CPs will locally exercise the Conference SKYHOOK communications net a minimum of once each quarter. Additionally, the exercise will be elevated to the HQ AMC/TACC once every 6 months.

13.5.10. ARC CPs may develop, utilize, and maintain locally produced forms to monitor mission movement. Information recorded on the forms will be sufficient to reconstruct the events regarding a mission should it be necessary. Procedures for accomplishing, maintaining, and disposing of these forms will be outlined in a local OI. Retention and disposition will be IAW applicable directives.

13.6. Communications/Equipment Requirements:

13.6.1. Minimum peacetime communications requirements are:

13.6.1.1. Access to secure telecommunications. A dedicated CP communications center is not required provided there are local base communications services.

13.6.1.2. Three base telephone lines.

13.6.1.3. Access to DSN (requirement can be satisfied through normal common user DSN service).

13.6.1.4. UHF air/ground radio to permit direct contact with aircraft.

13.6.1.5. Land Mobile Radio System. The LMR system need not be on a dedicated or a control net but can be a part of an existing net depending on station workload and/or saturation of assigned frequencies.

13.6.1.6. Connectivity with weather service, crew scheduling, maintenance control, the commander, the operations group commander, assigned flying squadrons, base operations, and other supporting agencies as necessary (requirements may be satisfied through direct telephone lines or normal base telephone service).

13.6.1.7. Teleautograph or weathervision from the weather station if the CP is not collocated with the weather facility (not required if the unit is served by a civil or off base weather facility).

13.6.2. Process requests for communications service through normal ANG/USAFR command channels.

13.7. CP Facilities. The standardization of facilities defined in this volume will serve as a guide only for ARC CPs. Display boards may be combined consistent with the unit's mission. ARC units will identify an alternate CP location and ensure minimum communications connectivity is provided.

13.8. Controller Training. ARC CP controllers will be trained, certified, and tested IAW AFI 10-207 and chapter four of this regulation with the following modifications.

13.8.1. Controller Certification Training. Controller certification/qualification training in at least one area will be accomplished within one year of assignment to an ARC CP and completion of 3-level technical school.

13.8.2. Refresher training will be completed within 6 months of a previously AMC certified controller being assigned to the unit or after training start date.

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Deputy Director for Operations

COMMAND POST PUBLICATIONS LISTING

A1.1. Purpose. This listing is provided as a guide to assist CP/AMCC managers and AMC COMREPs in determining which publications should be maintained in the CP/AMCC publications library. The list is not all inclusive and is intended primarily as a guide. However, directives which are indicated by an asterisk (*) must be maintained.

A1.2. JCS/DoD Publications:

*JCS Pub 1-03-05, Joint Reporting Structure, Operational Status Reports.

*DoD Regulation 5200.1R/AFPD 31-4, *Information Security*

A1.3. Air Force Publications:

AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*

AFPD 10-1, *Mission Directives*

*AFI 10-201, *Status of Resources and Training System*

*AFMAN 10-206, *Operational Reporting*

*AFI 10-207, *Command Posts*

AFI 10-221, *Contingency and Wartime Deployable Airfield Operations Management* (forthcoming)

AFI 10-402, *Mobilization Planning*

AFI 10-1101, *Operations Security (OPSEC) Instructions*

AFI 10-1102, *Safeguarding the Single Integrated Operational Plan (SIOP)*

AFI 11-201, *Flight Information Publications*

AFI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

AFI 11-206, *General Flight Rules*

AFI 11-221, *Air Refueling Management (KC-10 and KC-135)*

AFI 11-222, *Tanker Activity Report (RCS: HAF-XO(W)9375)*

AFI 11-401, *Flight Management*

AFI 13-201, *US Air Force Airspace Management*

AFI 13-202, *Overdue Aircraft*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*

AFI 25-201, *Support Agreements Procedures*

AFI 31-401, *Managing the Information Security Program*

AFI 31-101, Volume 1, *The Physical Security Program*

AFI 31-101, Volume 2, *The Air Force Nuclear Security Program Standards (FOUO)*

AFI 31-209, *The Air Force Resource Protection Program*

AFI 31-210, *The Air Force Antiterrorism (AT) Program*

AFI 31-501, *Personnel Security Program Management*

AFI 32-1024, *Standard Facility Requirements*

AFI 33-210, *Cryptographic Access*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 36-108, *Air Reserve Technician (ART) Program*

AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*

AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*

AFI 36-2105, *Officer Classification*

AFI 36-2108, *Airman Classification*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2234, *Instructional System Development*

AFI 36-2403, *The Enlisted Evaluation System (EES)*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFR 36-10, *Officer Evaluation System*

AFI 37-122, *Air Force Records Management Program*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFDIR 37-135, *Air Force Address Directory*

AFH 37-137, *The Tongue and Quill*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFI 37-160, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*

AFI 37-160, Volume 7, *The Air Force Publications and Forms Management Programs--Publication Libraries and Sets*

AFM 50-2, *Instructional System Development*

AFR 55-3, *Reporting Meaconing, Intrusion, Jamming, and Interference of Electromagnetic Systems: RCS JCS-1066(MIN)*

AFI 91-101, *Air Force Nuclear Weapons Surety Program*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Investigating and Reporting US Air Force Mishaps*

AFP 102-2, Volume 1, *Joint User Handbook for Message Text Formats (JUH-MTF)*

AFR 205-43, *Safeguarding NATO Classified Information (FOUO)*

A1.4. Multi-Command Publications

*MCI 11-201 *Tanker/Airlift Operations*

MCI 11-205, *C-5 Strategic Airlift Operations* (forthcoming)

MCI 11-209, *C-9A Airlift Operations* (forthcoming)

MCI 11-217, *C-17 Airlift Operations* (forthcoming)

MCI 11-235, *KC-135 Operations* (forthcoming)

MCI 11-241, *C-141 Strategic Airlift Operations* (forthcoming)

MCR 55-18, Volume 1, *Nuclear Airlift Operations (FOUO)*

A1.5. AMC Publications

AMCIND 2, *Numerical Index of Air Mobility Command Standard Publications and Recurring Periodicals*

AMCIND 9, *Numerical Index of AMC/Multi-Command Forms*

*AMCI 10-202, Volume 1, *AMC Command and Control Operations*

*AMCI 10-202, Volume 2, *AMC Command and Control Responsibilities and Procedures*

AMCI 10-202, Volume 3, *Contingency and Wartime Air Mobility Management*

*AMCI 10-202, Volume 5, *(S) AMC Emergency Action Procedures (U)*

*AMCI 10-202, Volume 6, *Mission Reliability Reporting System (MRRS)*

AMCI 10-205, *Tanker Task Force (TTF) Operations* (forthcoming)

AMCI 10-450, Volume 1, *(S) KC-135 SIOP Generation Expanded Alert (U)*

AMCI 10-450, Volume 2, *KC-135 SIOP Planning*

AMCI 10-450, Volume 3, *(S) Aircraft Performance Factors (U)*

AMCI 10-450, Volume 4, *Support of Alert Forces*

AMCI 10-450, Volume 5, *(S) KC-135 SIOP Mission Planning Factors (U)*

AMCPAM 11-1, *C-141B Fuel Planning*

AMCPAM 11-2, *C-5 Fuel Planning*

AMCI 11-208, *AMC Operations*

AMCI 11-210, *Airport Qualification Program*

AMCPAM 21-3, *GO81 Program Description*

AMCPAM 31-2, *Air Reserve Component Advisory Program*

AMCPD 33-1, *Policy for Combat Crew Communications (CCC)*

AMCI 33-102, *(S) Instruction for Combat Mission Folder Planning (U)*

AMCPAM 38-301, *Quality Improvement Awareness*

AMCPAM 90-202, *Operational Readiness Inspection (ORI) Guide (FOUO)*

A1.6. Miscellaneous:

Joint Pub 6, Vol II, Part 2, Chapters 3-10, *(FOUO) Operational Status Reports (OPREP, COACT, SITREP, NUDET)*

Joint Pub 6, Vol V, *(FOUO) US Air Force Reporting Instructions (JRS)*

Joint Pub 25, Vol I, *United States Message Text Formatting Program*

AFKAO-1, *USAF Voice Call-Sign Instructions*

AFKAI-1 *(C) USAF Voice Call-Sign List (U)*

AFKAG-33 *(FOUO) Manual Cryptosystems*

AKAA-106 *(TS) Secure Voice Top Secret Authentication System (U)*

Triad Authentication System

AKAC-493, *Strategic Airlift Operations Code (Worldwide)*

DoD Foreign Clearance Guide

FLIP Planning-Worldwide

FLIP (En Route) IFR Supplement and En Route Charts (encompassing routes over which airlift aircraft are dispatched

FLIP (Terminal) Instrument Approach Procedures

Location Identifier Handbook-FAA Publication 7350

Location Identifier ICAO Document 7910

Applicable authentication systems and operations codes for the geographical area

Special Weapons Overflight Guide - SWOG (TS)

Special Weapons Overflight Guide - SWOG (U)

GLOSSARY

ADDITIONAL CREW MEMBER (ACM): An individual possessing valid flight orders who is required to perform in-flight duties and is assigned in addition to the normal aircrew complement required for a mission.

AEROMEDICAL EVACUATION: Airlift service provided for the movement of patients by AMC aircraft assigned for aeromedical evacuation purposes.

AMC HISTORY SYSTEM (AHS): The primary system for retrieving reliability data via pre-coded standard retrievals or unit specific requests for data. Replaces MAIRS.

AIRBORNE REPORT (AIREP): A report made by an aircraft while airborne concerning position, weather, and aircraft data. It is used for recording in-flight weather and position reports primarily when flying on overwater missions.

AIRLIFT REQUIREMENT: That tonnage (passengers, cargo, medical evacuees, and/or mail) required to be airlifted to or from an area during a definite period.

DEFENSE BUSINESS OPERATING FUND - TRANSPORTATION (DBOF-T): Established to finance the operations of the Single Manager Operating Agency for Airlift Service. DBOF-T pays for operating costs, which are replenished by charging airlift users for services performed. DBOF-T is used as a management tool to promote the efficient use of the airlift by-product of AMC'S peacetime training program.

ALLOWABLE CABIN LOAD (ACL): The maximum payload which can be carried on a landing gross weight, or by the maximum zero fuel weight.

ALTERNATE AIRFIELD: An airfield specified in a flight plan to which a flight may proceed when a landing at the point of first intended destination becomes inadvisable.

AMC-ASSIGNED AIRLIFT FORCES: Airlift forces assigned to AMC and over which AMC/CC exercises operational control.

AIR MOBILITY ELEMENT (AME): An AMC-provided strategic air mobility element responsible to the TACC. Typically, the AME will be collocated with a theater air operations center (AOC), if one is formed, and remain under the operational control (OPCON) of AMC/CC through TACC/CC. The AME provides the forward-presence necessary to extend TACC control of USTRANSCOM-assigned strategic air mobility operations supporting a theater or AOR. The AME's primary functions are to monitor and coordinate regional strategic air mobility forces and interface with theater air mobility forces.

AN/ARC-190 HF RADIO: A high reliability digital and voice HF radio communications system with air-to-air and air-to-ground capabilities.

AN/TRC-181 HF RADIO SET: A fixed and mobile ground facility communications system combining the AN/ARC-190 HF Radio, ACP, antenna and antenna coupler.

ATTAINMENT. The time a commander completes all actions for a specific directed DEFCON or completes all implemented individual readiness actions.

AUTOMATIC COMMUNICATIONS PROCESSOR (ACP). An appliqué to the TRC-181 HF system for improved connectivity through automatic scanning of the HF spectrum, link quality analysis, automatic link selection, selective addressing using singular, group or all call capability, and anti-jam capability.

AUTODIN: The Automatic Digital Network (AUTODIN) is a worldwide Defense Communications System (DCS) which provides a high-speed data communications capability for the DoD on a common-user basis. It provides paper tape, narrative page copy, punch card, magnetic tape, and computer interface.

BLOCK-IN TIME: The time when the aircraft is parked upon arrival.

BLOCK-OUT TIME: The time when the aircraft chocks are withdrawn, brakes are released, and the aircraft begins to taxi for takeoff.

BLUE BARK: US military personnel, US citizen civilian employees of the DoD, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to escorts for dependents of military members traveling under competent orders.

BORDER CLEARANCE: Those clearances and inspections required to comply with Federal, state, and local Agricultural, Customs, Immigration, and immunization requirements.

CAT: Crisis Action Team.

CHANNEL AIRLIFT: Common-user airlift service provided on a scheduled basis between two points.

CHANNEL TRAFFIC: The movement of passengers and cargo over established worldwide routes served by scheduled aircraft under the control of AMC or commercial aircraft under contract to AMC.

CHANGE OF OPERATIONAL CONTROL (CHOP): The date and time (Greenwich Mean Time-GMT) at which the responsibility for operational control of a force or unit passes from one operational control authority to another. The CHOP point is the geographical position where responsibility for operational control of a mission is transferred.

CIVIL RESERVE AIR FLEET (CRAF): A fleet made up of civil aircraft volunteered by US carriers to augment the airlift capability of AMC in times of crisis or national emergency.

CLOSE HOLD MISSIONS: Certain highly sensitive missions that require special handling, limited access, and modification to normal command and control procedures.

CLOSE WATCH MISSIONS: Term used to ensure designated missions receive special attention, all possible actions are taken to ensure on-time accomplishment, and users are notified when delays occur or can be anticipated.

COIN ASSIST: Nickname designating dependent spouses, accompanying dependent children, and dependent parents of military personnel reported missing or captured who may travel space available on military aircraft for humanitarian purposes upon approval of the Chief of Staff, US Army; Chief, Naval Operations; Chief of Staff, US Air Force; or the Commandant of the Marine Corps.

COMMAND AND CONTROL INFORMATION PROCESSING SYSTEM (C2IPS): C2IPS is a C2 automated system designed to support unit level mission management functions. It is a single integrated computer system that allows units the capability to effectively manage all aspects of a mission. C2IPS is considered the "legs" of the C2 system as it interfaces with GDSS to provide mission execution information to headquarters staff agencies. C2IPS equipped units will use this system as their primary reporting medium.

COMMAND POST (CP): A C2 center from which the commander and staff direct actions in support of the unit's assigned mission. The CP is the focal point of the unit operation, and as such receives and disseminates orders, information, and requests necessary for the C2 of assigned forces and operations. Each Air Force base has some type of CP--base, wing, major command (MAJCOM)-- or (in rare cases) a combination of CPs at the

same base. The number of personnel required to operate a CP depends on the mission supported. Air Mobility Control Centers (AMCCs) are primarily located overseas with the exception of Pope AFB NC.

COMMON USER AIRLIFT SERVICE: The airlift service (military or commercial augmentation) provided on a common basis for all DoD agencies and as authorized for other components of the US government.

CONFERENCE SKYHOOK: The name of the communication conference available to assist aircrews in coping with in-flight emergencies and conditions that require expertise in addition to that available on board the aircraft.

CRC: Contingency Response Cell.

CRT: Contingency Response Team.

DEPARTURE TIME: The take off time for an aircraft as recorded by a control tower (or flight service station) and relayed to base operations or applicable command and control agency.

DEFENSE SWITCHED NETWORK (DSN): The basic general purpose switched voice network of the Defense Communications System (DCS).

DESIGNATED COURIER: An officer or enlisted members in the grade of E-7 or above of the US Armed Forces, or a Department of State Diplomatic Courier selected by the Defense Courier Service to accept, safeguard, and deliver courier material as directed.

DIVERSION: Operational term for the in-flight change of an aircraft's intended destination to any other airfield. Diversion is differentiated from a reroute in that a diversion occurs during flight.

DV/VIP: Distinguished visitor/very important person. Military passengers, including those of friendly nations, of star, flag rank, or equivalent status to include diplomats, cabinet members, and members of Congress. Others may be designated as VIPs due to their mission or position by the agency of the Department of Defense authorizing the individual's travel. BLUE BARK passengers are handled by AMC as VIPs.

EMERGENCY ACTIONS: The term used by command and control agencies identifying actions, procedures, and communications used during periods of tension or increased readiness, whether or not an increased LERTCON/DEFCON has been declared.

EN ROUTE STATION: Station between points of origin and destination at which missions will stop.

ETIC: Estimated time in commission.

GLOBAL DECISION SUPPORT SYSTEM (GDSS): GDSS is a globally distributed, replicated, and survivable command and control information system. It provides the staff at HQ AMC accurate, near real-time data required for making decisions concerning the deployment and employment of AMC resources. GDSS mini-computers at designated sites permit users to continuously update a totally replicated database. GDSS interfaces with the C2IPS, WWMCCS, and other computer systems.

GROUND TIME: The interval between aircraft arrival in the blocks and takeoff. Standard en route ground times are indicated below:

AIRCRAFT	GROUND TIME	CONDITIONS
C-141	2:15	Onload or offload only (may require refueling)
	3:15	En route station-onload or offload or when crew is required to help service the aircraft.
	15:15	Standard ground time or air abort diversion for non-maintenance reason.
	17:15	Crew members required to service aircraft or determine maintenance status after an air abort or maintenance diversion.
C-5, KC-135, KC-10, C-17	4:15	En route station onload or offload.
	16:15	Standard ground time or air abort/diversion for non-maintenance reason.
	18:15	Crew members required to service aircraft or determine maintenance status after an air abort or maintenance diversion.
C-130	2:15	En route onload and/or offload (may require refueling)
	15:15	Standard ground time or air abort/diversion for non-maintenance reason.
	17:15	Crew members required to service aircraft or determine maintenance status after an air abort or maintenance diversion.

NOTE: AMC missions supporting JCS exercises and contingencies will use AMC Omnibus OPLAN ground times.

HAZARDOUS CARGO/MATERIALS: Explosive, toxic, caustic, nuclear, combustible, flammable, biologically infectious, or poisonous materials that may directly endanger human life or property, particularly if misused, mishandled or involved in accidents.

JOINT AIRBORNE/AIR TRANSPORTABILITY TRAINING (JA/ATT): A JCS-directed, AMC-managed program which provides basic airborne and combat airlift proficiency/continuation training for airdrop, assault airland, and aircraft static loading conducted in a joint DoD environment. It ensures continued combat readiness of forces assigned and/or programmed for assignment to unified commands.

LOGISTICS AIRLIFT (LOGAIR): Long-term commercial airlift service within CONUS contracted by AMC and administered by HQ Materiel Command for the movement of cargo in support of the logistics systems of the military services.

LOW ALTITUDE PARACHUTE EXTRACTION SYSTEM (LAPES): A very low altitude (5 to 10 feet) self-contained extraction system used on C-130s to deliver heavy loads into an area where airland or conventional airdrop is not feasible.

MAINTENANCE CODES:

a. Fully Mission Capable (FMC)
b. Mission Capable (MC)
c. Partially Mission Capable (PMC)
d. Not Mission Capable (NMC)
   (1) Maintenance (NMCM)
   (2) Supply (NMCS)
   (3) Both (NMCB)

MANIFEST: Hard copy record of cargo and passengers airlifted on aircraft operated by, for, or under the control of the Air Force.

MICAP: Mission Impaired Capability Awaiting Parts

M-DAY. The effective date for mobilization.

MILITARY AIR INTEGRATED REPORTING SYSTEM (MAIRS): This AMC-unique system provides automated data concerning AMC aircraft movements of the AMC command and control system worldwide.

MISSION MANAGEMENT. The function of organizing, planning, directing, and controlling AMC airlift and/or tanker mission operating worldwide. Mission management includes mission execution authority, the authority to direct where and when a mission goes and what it does once it arrives there. The TACC and AME controllers are mission managers.

MISSION MONITORING. The function of organizing, planning, directing (limited), and controlling AMC airlift and/or tanker missions operating through their location. Mission monitoring does not include mission execution authority. CP/AMCC/TALCE controllers are mission monitors.

MISSION SUPPORT ELEMENT (MSE): A MSE is an individual unit performing specific functions required to support airlift operations. Examples of MSEs are maintenance, aerial port, security police, weather, intelligence, and flying safety. These MSEs may be deployed to support TALCEs or existing AMC/non-AMC operations throughout the world. When deployed with a TALCE, the MSE is under the direct command of the TALCE commander. When deployed to augment an existing operation, a MSE is under the command of the supported unit commander or controlling AMC agency.

MISSION SUPPORT TEAM (MST): A team of air mobility specialists deployed to provide a smaller scale level of support when a full TALCE is not required. An MST may include loadmasters, aerial port, and other specialties, as needed.

MINIMIZE: A procedure for reducing traffic on common-user record and voice circuits during emergencies.

NATIONAL COMMAND AUTHORITIES (NCA). Consists of the President and the Secretary of Defense or their duly deputized alternates or successors.

PATHFINDER: Airdrop crew that supports special forces. Unique mission requiring an additional navigator for night low-level operations and mission planning. Can perform night airdrops to blacked-out drop zones (DZs), and airland on minimally lit landing zones (LZs). Formerly SOLL I.

PAYLOAD: The combined weight of passengers, baggage, mail, and cargo carried on an airlift mission.

QUICK TURN: Procedures designed to expedite the movement of selected airlift missions by reducing ground times at en route or turnaround stations.

READINESS. JCS defines Operational Readiness as the capability of a unit, weapon system, or equipment to perform the mission or function it is organized or designed to undertake. It may also be used in general sense to express a level or degree of readiness posture. When used in this latter context, JCS has directed all references to readiness posture be classified SECRET.

SCHEDULED TAKEOFF TIME: That takeoff time as established in the AMC cargo or passenger schedule or operation orders. For air aborts and diversions, this will be the total of block-in plus authorized ground time. Early deviation does not apply to aborts and diversions unless the mission is formally rescheduled.

SECURE FACSIMILE: A secure device used to transmit over any radio or wireline circuit, messages, forms, drawings, maps, etc.

SECURE VOICE COMMAND AND CONTROL SYSTEM (SEVOCCS): Designed to provide with secure voice both internally and externally. The SEVOCCS is connected to the automatic secure voice communications system (AUTOSEVOCOM), provides secure voice, and the necessary interface to the existing secure voice system.

SHALL. Indicates a mandatory requirement.

SHOULD. Indicates a recommended procedure that is required, if practical.

SIOP: Single Integrated Operational Plan.

SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM): Those airlift requirements which require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors which preclude the use of channel airlift.

SPECIAL AIR MISSION (SAM): Those missions operated by the 89 AW in support of the special airlift requirements of the Department of Defense.

SRT: Scheduled Return Time for aircrew management.

STATION KEEPING EQUIPMENT (SKE): An aircraft avionics system which is used to maintain formation position in Instrument Meteorological Conditions (IMCS). When used in conjunction with an AWADS equipped C-130 lead aircraft, IMC airdrops are also possible. C-130 and C-141 SKE-equipped aircraft have an IMC drop capability when employed with a ground-based zone marker.

STATUS OF RESOURCES TRAINING SYSTEM (SORTS): The JCS controlled system which provides authoritative identification, location, and resource information to the National Command Authorities (NCA) and the Joint Chiefs of Staff (JCS).

TANKER AIRLIFT CONTROL CENTER (TACC): The HQ AMC agency conducting centralized command and control of AMC-assigned and AMC-gained resources. This facility is responsible for scheduling and control for all air refueling and airlift resources worldwide. It is the focal point for managing Air Force taskings and Department of Defense support.

TANKER AIRLIFT CONTROL ELEMENT (TALCE): A composite organization of qualified AF personnel tailored to support operational missions transiting locations where AMC C2 and mission reporting are nonexistent or require augmentation.

THEATER-ASSIGNED/ATTACHED AIRLIFT FORCES. Airlift forces of AMC which are assigned or attached to a unified command for employment within the unified commander's theater of operations. These forces are under the command of the AMC/CC and under the operational control of the theater commander.

UHF SATELLITE TERMINAL SYSTEM (USTS): A ground and airborne, portable data and voice communications system to be used over DoD satellite assets for command and control of AMC operations. System will provide multiple access message and data communications in both secure and nonsecure modes.

UNITED STATES MESSAGE TEXT FORMAT (USMTF): A set of message formats that apply to all services, commands, and agencies that are designed to ensure message communication interoperability between US military forces.

VERY VERY IMPORTANT PARTS (VVIP): A designation applied to certain spare aircraft parts which due to their high value, critical shortage, or immediate need to support NMCS requirements, must receive special handling during shipment.

ZULU. Universal Coordinated Time, used as the prime basis of standard time throughout the world. ZULU time is used in all EAMs.

COMMAND POST SELF-INSPECTION CHECKLIST

ORGANIZATION/RESPONSIBILITIES

1. Is the Objective Wing Command Post (OWCP) aligned on the wing staff? (1.5.5.1)

2. Are the following core functions integrated into the OWCP? (1.5.5.1)

   a. Operations Management Center (OMC).

   b. Maintenance Aircraft Coordination Center (MACC).

3. Is the OWCP collocated with the following functions? (1.5.5.1)

   a. Survival Recovery Center (SRC) during wartime.

   b. Message distribution center (defined as an AUTODIN send and receive capability).

FUNCTIONS/PROCEDURES

4. Does the CP/AMCC maintain current applicable operating instructions and include as a minimum? (2.2)

   a. Specific controller duties and responsibilities.

   b. Training and certification of personnel.

   c. Maintenance of standardized operational forms used by the CP.

   d. Special category mission procedures, i.e., CLOSE WATCH, Nuclear Airlift, CLOSE HOLD, etc.

   e. Operational reporting.

   f. Equipment operation (emergency power, alarm systems, etc).

   g. Communication system listing and outages.

   h. Hazardous cargo mission procedures.

   i. Self-inspection program.

   j. Mobility requirements/procedures (if applicable).

5. ALL AMC CPs: Are emergency action (EA) checklists developed and maintained IAW AMCI 10-202, Vol 5? (2.3.1)

6. ALL SIOP CPs: Are USSTRATCOM EA checklists developed and maintained IAW EAP-STRAT Vol IV, Annex A?

7. Does the CP/AMCC maintain complete and identical sets of Quick Reaction Checklists (QRCs)? (2.3.2.1)

   a. Each primary controller team has a set readily available?

b. Is a separate master QRC set maintained?

8. Is an events log opened at the beginning and closed at the end of each ZULU day? (2.4.2.1)

9. Does the CP/AMCC maintain a Controller Information File (CIF) which contains information of a temporary nature pertinent to controller personnel? (2.5)

a. Prior to assuming duty, does each controller review the CIF?

b. Are procedures established to ensure periodic screening of the CIF and prompt removal of items no longer applicable?

10. Is there a functional publications library maintained? (2.7)

11. Does the CP/AMCC monitor the location and provide a communications link for AMC commanders and key staff members? (2.9)

12. Is a self-inspection program established? (2.11)

a. Is it tailored to the organization's structure and mission?

b. Does it contain oversight mechanisms to provide adequate coverage of the organization's mission, resources, training, and people programs?

c. Does it contain a feedback mechanism so identified problems can be tracked until resolved?

PERSONNEL AND THEIR QUALIFICATIONS

13. Does each CP/AMCC submit monthly manning reports? (3.4)

14. All assigned controllers must possess a Top Secret clearance, with the following exceptions? (3.5.4.1)

a. Officers assigned to AMCC must have at least a secret clearance. The decision for a Top Secret clearance will be made locally.

b. Maintenance controllers and on-loan duty officers must possess at least a Top Secret clearance. The decision for a Top Secret clearance will be made locally.

15. Security requirements for Tanker CPs with SIOP commitments: (3.5.4.2)

a. Are all unit CP Chiefs, Superintendents/NCOICs, and training managers granted SIOP-ESI categories "01" and "10" access?

b. Are all assigned controllers granted SIOP-ESI category "10"?

c. Are permanently assigned administrative specialists granted SIOP-ESI category "08" access?

16. Do the C2 managers ensure personnel are excluded from details outside the scope of primary C2 duties? (3.7.3)

CONTROLLER TRAINING, CERTIFICATION, AND EVALUATION

17. Is a training manager appointed to maintain and administer the controller training program? (4.2.1.1)

18. Are controllers trained and certified to meet mission requirements IAW the AMC C2 Qualification Training Plan and the Job Proficiency Requirements List (JPR:)? (4.2.1.2)

19. Has the training manager developed a unit qualification training plan?

20. Does the training manager manage the training programs of other AFSCs assigned to the OWCP? (4.2.2.2)

21. Are annual training projections developed to identify the various training requirements and frequency of training? (4.3)

22. Are all applicable performance CROs trained/evaluated at least annually? (4.3.1)

23. Are CROs identified for testing identified by JPRL tasks for self-study in the monthly training letter? (4.3.1)

24. Are all applicable performance CROs trained/evaluated at least semiannually? (4.3.2)

25. Do units have the documents listed below to prepare ISD based controller training? (4.4)

a. JPRL. (Lists the tasks that controllers must be able to do to accomplish their jobs.)

b. CRO List. (Consists of CROs that are best evaluated by written test and that are best evaluated by performance evaluation.)

c. UQTP. (The unit developed training outline created by modifying phases of the AMC QTP.)

26. Does the training manager maintain a controller training outline tailored to meet the AMC JPRL/QTP and unit mission? (4.5.1.1)

27. Does the C2 managers periodically review the progress of trainees in certification training? (4.5.1.3)

28. Do controllers absent from duty for 15-59 days and not performing C2 duties accomplish the following prior to assuming duty? (4.5.2.2.2)

a. Makeup formal training conducted during their absence.

b. Review the CIF.

c. Receive a briefing by their supervisor on changes in procedures and significant events that have occurred during their absence.

29. Do controllers absent from duty for 60 days or more, not performing C2 duties, accomplish the following prior to being recommended for recertification? (4.5.2.2.3)

a. Successfully complete refresher training.

b. Complete a certification evaluation.

c. Makeup formal training conducted during their absence.

d. Review the CIF.

30. Is remedial training administered to controllers who fail to maintain job performance standards or who obtain less than a satisfactory rating on any portion of a task evaluation? (4.5.3)

31. Is recurring training conducted on a regular basis? (4.5.4)

32. Does recurring training consist of formal training, self-study, and examinations? (4.5.4)

33. Are controllers administered a monthly written or computerized examination on each area certified? (4.5.5)

a. Is the minimum passing score 90% critiqued to 100%?

b. Are controllers failing to achieve a passing score required to restudy areas of deficiency and retested prior to the next monthly examination?

c. Do the C2 managers evaluate controllers failing two consecutive examinations?

34. At least every 180 days, is each certified controller administered a task evaluation designed to evaluate job knowledge and performance in all certified areas? (4.6)

35. Are controllers receiving less than a satisfactory rating on any portion of an evaluation required to complete supervised training in the area of weakness and re-evaluated before resuming unsupervised duty? (4.6.2)

36. Are all controllers certified in Mission Monitoring within 180 days of initial assignment to the CP? (4.7.2)

37. Do all CPs train and certify EA controllers IAW AMCI 10-202, Volume 5? (4.7.3.2)

38. Tanker SIOP CPs (including AMC-gained Air Reserve Component (ARC) SIOP units): Are applicable USSTRATCOM EA requirements trained as part of EA certification? (4.7.3.2)

39. Are controllers at all AMCCs except the 629 AMSS/AMCC trained in procedures used to implement theater unique readiness action procedures? (4.7.3.4)

40. Unit CP certification requirements: (4.8.1.5)

a. Is initial certification for all assigned controllers within 90 days in the first certification area?

b. Are all assigned officer and enlisted controllers certified in mission monitoring?

c. Are controllers performing EA functions trained and certified in EA?

d. Are controllers who gather, compile, process, or quality control SORTS data certified in SORTS?

e. At tanker SIOP CPs are controllers certified in SIOP-Support reports?

41. Is a record of controller certification and recurring training maintained in a single binder divided into four primary sections? (4.9)

AIRCREW TRAINING (Applies to AMC active duty and ARC gained SIOP tanker units)

42. Are Command Control Procedures (CCP) instructors identified in writing by the unit commander? (11.2)

43. Does the CCP instructor attend a formal school or a locally devised checkout program prior to assuming instructor duties? (11.2)

44. Are training plans reflecting initial and recurring training requirements developed? (11.3)

45. Do the training plans project training on the following COMSEC documents when applicable? (11.4.1)

a. TRIAD

b. USKAC-72

c. USKAC-D-221

d. USKAC-D-2290

46. Is a CCP Training Guide/Documentation Binder maintained? (11.5)

47. Does the recurring training plan project training requirements for a 12 month period? (11.5.2)

48. Is each Emergency Action Message (EAM) applicable to the unit reviewed at least every 180 days? (11.5.2)

49. Is initial CCP training conducted using the unit local training plan and the HQ AMC Aircrew Master Lesson Plan? (11.6.2.1)

50. Is Recurring Aircrew Training conducted quarterly for three hours? (11.7)

51. Does the CP training manager prepare an EAM and operational reporting script/tape to use during quarterly training? (11.7.3.1)

a. Are scripts maintained for a minimum of three quarters?

b. Does each script contain a minimum of four actual EAM situations and one operational reporting situation?

c. Is the tape test conducted in a controlled environment and accomplished as a crew effort?

d. Is there a minimum of four crew response/checklist/operational reports questions per situation?

52. Upon completion of initial training and at least every other quarter thereafter, does each crew member complete a crew effort, multiple choice, closed book, written examination, covering pertinent items from USSTRATCOM EA procedures? (11.7.4)

<u>AMC-GAINED AIR RESERVE COMPONENT (ARC) FUNCTIONS</u>

53. When AMC and ARC directives conflict, do the appropriate ARC directives take precedence until unit mobilization? (13.5)

54. Are Operating Instructions (OIs) detailing call-up/mobilization actions maintained? (13.5.1)

55. Are events logs used for each period the ARC CP is opened for duty? (13.5.2)

56. Are all applicable QRCs required to support the unit mission maintained? (13.5.3)

57. Have CP managers established procedures for monthly screening of CIF items? (13.5.7)

58. Is the Conference SKYHOOK communications capability exercised a minimum of once each quarter? (13.5.9)

59. Does each ARC CP have the following minimum peacetime communications? (13.6.1)

a. Access to secure telecommunications.

b. Three base telephone lines.

c. Access to DSN.

d. UHF air/ground radio.

e. Land Mobile Radio System.

60. Does each ARC CP have connectivity with the following agencies? (13.6.1.6)

a. Weather service.

b. Crew scheduling.

c. Maintenance control.

d. Commander, Operations Group Commander, assigned flying squadrons, and base operations.

e. Teleautograph or weathervision from the weather station if not collocated.

61. Are ARC controllers trained, certified, and tested IAW AFI 10-207 and chapter 4 of AMCI 10-202, Volume 2, with the following modifications? (13.8)

a. Are controllers certified in at least one area within one year of assignment?

b. Is refresher training completed within six months for a previously AMC certified controller being assigned to the unit?

STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)

62. Does the Subordinate Reporting Organization (normally the CP or AMCC) accomplish the following? (AFI 10-201, paragraph 1.12.2)

a. For each unit, keep a record of the data currently in the data base applicable to the unit.

b. Enter into SORTS only that C-level data approved by the commander of the measured unit.

c. Notify units and staff agencies of reporting requirements using AF Forms 2033, Wing/Base Listing of Combat, Combat Support, and Combat Service Support Units or other methods.

d. Retain copies of current DOC statements.

e. Work with applicable units to resolve DOC statement discrepancies.

f. Give measured units technical assistance to help them prepare their inputs.